How to submit a Marketing Request on Lytho

• To begin a new request, select the Requests icon from the global navigation menu. Click **Add Request** in the top right-hand corner of the screen.

	Requests	My Requests	Add Request
م	My Requests	List, Grouped by Status 👻 Filter by tags	Ŭ
A	Shared With Me		
-	Archived		

• Enter a name for your request and select **Create Request.** *Please note: this section is for the name of your job, not your name as the requester.*

Create Request		×
Request Name *		
Sunflower Social Media Ad		
	Cancel	Create Request

• Once you select Create Request, you will need to select a form. Each form will dictate the fields and information required to submit your request. Choose the form most applicable to your request.

equest Form *	
Select request form	~
Select request form	
Brochure	
Business Cards (Standard)	
Certificate	
Digital Graphic	
Digital Signage	
Direct Mail	
Email	
Envelopes	
Flyer	
Letterhead	
Other Specialty Item	
Postcard	
Poster	
Premium Item (Swag, Apparel, etc.)	
Printed Invitation	
Program	
Rockbot Radio Spot	
Social Media Paid Ad	
Social Media Post (Non-paid)	

• Once selected, complete the request form in detail and be sure to fill out any required fields, denoted with an asterisk.

quest Over view	
Request Form *	
Internal Marketing Team Form	~
Asset Type	
short video	
Specs	
1280 x 720, 120 pixels	
Content	
Sunflower social ad/ truesoap	
Design Direction & Inspiration	
Describe how you would like the fina including similar past work or other of	al asset to look. Use the file attachment below to attach any files that are relevant to the project, design inspiration.
Due Date	

- PLEASE HAVE ALL THE BILLING INFORMATION, COPY, AND ATTACHMENTS READY BEFORE SUBMITTING A REQUEST.
- If your request has the option to select a date, various dates within the calendar may be grey, indicating they cannot be selected due to required lead times for select requests.

<		Dece	mber	2020		>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

• To add attachments to your request, you can drag and drop files from your computer into the available field or browse your computer for a file.

Please attach any files that are relevant to this idea						
Add Files ~						
	1					
Drag and drop to attach files.						
· · · · · · · · · · · · · · · · · · ·						
Flower_Image.jpg						
	Download File					
	Delete This File					

- Click **Submit Request** to finalize your submission.
- Once you have submitted your request, you will see the Request Details, where you can view the status of the request, modify the request, and collaborate with relevant team members.