

# Fast Fact Planner

Add up to 8 fast facts to the University Web Site

Please submit your completed form to [setonhall.mojohelpdesk.com](http://setonhall.mojohelpdesk.com).


**Your Name and E-mail:**

**Client (Department or Office):**

**Suggested Images:**

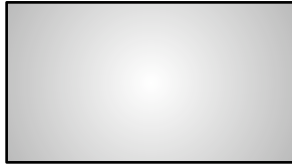
Fast facts allow you to promote an accolade, honor, award or other characteristic of your school, department or office. Fast facts are limited to 130 characters, including spaces and punctuation.

**Fast Fact**




**Text:**

**Fast Fact**



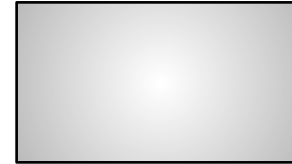
**Text:**

**Fast Fact**




**Text:**

**Fast Fact**




**Text:**

**Fast Fact**




**Text:**

**Fast Fact**




**Text:**

**Fast Fact**



**Text:**

**Fast Fact**



**Text:**

## Notes or Special Instructions:

**Additional Listings:** List additional locations — e.g., your Division's Web site — where you want the fast facts displayed. Subject to approval.

## Instructions

1. Required fields have **red** labels.
2. Complete all required fields. The request will be returned to you otherwise.
3. Submit the completed form to [setonhall.mojohelpdesk.com](http://setonhall.mojohelpdesk.com) along with any artwork or photography. Do not e-mail the files.

## Limitations

1. The vast majority of fast facts are posted within 5 business days, but we request that you schedule the work 6-8 weeks in advance. If the fast facts are part of a broader marketing campaign, it will likely take longer to produce all the components of your campaign.
2. Even if you are only considering fast facts at this point, please submit your request as soon as possible so that the Web team can reserve production time for your campaign. The earlier you submit the request, the more likely the Web team can accept your campaign. **Please submit a request at [setonhall.mojohelpdesk.com](http://setonhall.mojohelpdesk.com) as early as possible.**

## Required Field Descriptions

- **Text:** the text of a fast fact, limited to 130 characters, including spaces and punctuation.

## Frequently Asked Questions and Common Scenarios

### How do I put bold, italics, links or other formatting into my fast fact?

Fast facts do not support formatting such as bold, italics and links. These elements are instead designed by a interactive designer to include wordmarks, photos and other graphic design elements. If you have special design or formatting requests, please include those requests in the **Notes or Special Instructions** field above.

### How do I create a landing page or a multi-channel campaign?

If you want your fast fact to link to a special landing page, or to include this promotion as part of a broader, multi-channel campaign, you need to contact the Web team to obtain the necessary forms. Multi-channel campaigns are relatively easy to plan and complete, but you'll need to give us advanced warning so that we can reserve production time for your campaign.

When you create a ticket for your fast fact (at [setonhall.mojohelpdesk.com](http://setonhall.mojohelpdesk.com)), specify that you would like to create a landing page or a multi-channel campaign.

### How do I handle a special request you haven't covered?

Type the request in the **Special Instructions** field. If we have questions or can't accommodate you, we will contact you.

**Please submit your completed form to  
[setonhall.mojohelpdesk.com](http://setonhall.mojohelpdesk.com).**