

# Graphic Design Request Form

This form must be submitted to a Student Life employee. Failure to do so will result in your request NOT being processed.

**Please Note:** Graphic design requests must be submitted 15 business days prior to date of pickup of posting. This is a requirement of Student Life & Document Services. For complex or more detailed requests, four weeks are required.

Date Submitted: \_\_\_\_\_

Date to be posted on campus or  
picked up (2 weeks prior to event): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Time: \_\_\_\_\_

Information to be included on design:

Do you have an idea of what you would like on the design? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please write a description below and/or sketch a rough drawing/concept on the back of this paper. Please write legibly. Adjustments may be made by graphic designer due to design restrictions.

It will be the contact person's responsibility to proof the design by \_\_\_\_\_ (date).  
Designs not proofed by this date will not be printed and charged to the organization's account.

Printing Services (Please check all items that you need and indicate the quantity you need printed):

NEED?	ITEM	QUANTITY	NOTES
_____	Posters (22"x28")	_____	(4 is the maximum)
_____	Flyers	_____	(20 is the maximum)
_____	Other (describe in notes)	_____	_____

Note: Cost of printing will be deducted from your organizational printing budget.