



Graphic Design Request Form

DEADLINE INFORMATION

Date of Request: _____
 Date of Event: _____
 Date needed: _____
 Date to Printer: _____

CONTACT INFORMATION

Project Manager: _____
 Department: _____ Ph: _____
 Content Provided By: _____
 Department: _____ Ph: _____
 Final Approval By: _____
 Graphic Assets Provided By: _____

PROJECT INFORMATION

Redesign / Update of Existing Project: _____
 Target Audience: _____
 Form of Distribution: _____
 Description of Project: _____
 Describe the project tone: (Playful, Academic, etc.): _____

Graphics Required from client (indicate partner logo, copy, etc): _____

Will this require an update with same artwork: _____

For example, a contest announcement graphic followed by contest winner one month later

PRINTING & DISTRIBUTION INFORMATION

☐ Brochure ☐ Postcard ☐ Invitation ☐ Booklet ☐ Flyer ☐ Program ☐ Poster
☐ Electronic ☐ Other (Description): _____

QTY: _____ Number of Pages: _____ (☐ one side ☐ two sides)

Folded Size & Type: _____ Flat Size: _____
☐ Fold ☐ Saddle Stitch ☐ Score ☐ Halftones ☐ Screens ☐ Bleeds ☐ Binding

Color Process: ☐ 4 color ☐ Black/White Only ☐ PMS Colors _____

Additional Project Notes: _____

COMMUNICATIONS ONLY

Designer: _____

Project Job #: _____

Final Design Approved by: _____

TIME LINES:

Design projects have the following time line:

- 1st draft should take two weeks after all approved content and elements are received from client.
- Client feedback is required within 24 hours
- Revisions without major changes should take no more than two business days.

This time line does not include printing and shipping times.

Note for your schedule:

Electronic and printed invitations (e-blasts or e-vites) should be e-mailed to attendees/customers six weeks before the event.

Fliers, postcards and posters should be sent to attendees/customers (or posted), at least two weeks before the event.

Programs should be completed one week prior to the event.