

2018-19

Graphic Design Request Form



SGA
STUDENT GOVERNMENT ASSOCIATION
of UW-STEVENS POINT

All requests must be turned in three (3) weeks before the due date. If material is needed sooner than 3 weeks in advance, please fill out a rush order form also found on mySGA. I will try to fit in rush materials as needed but be aware that time constraints may hinder that opportunity.

DIRECTOR _____

COMMITTEE _____

PREFERRED CONTACT

☐

Facebook

☐

Email

☐

Text

*I will ask questions and send graphics as jpegs for approval through this form of communication. Final approval must still go through Brittney and/or Kim

DUE DATE OF FINAL
(INCLUDING PRINTED
MATERIAL IF APPLICABLE)

 / /

**FORMAT OF
MATERIALS NEEDED**
(CAN CHECK MORE THAN
ONE IF FOR SAME EVENT)

☐

Poster

☐

FB Graphic

☐

Twitter Graphic

☐

Instagram Graphic

☐

Flyer/Handout

☐

Brochure

☐

Other _____

☐

Open to Ideas

PRINTING SPECS (IF APPLICABLE)

ESTIMATED BUDGET _____

OF PIECES _____

PAPER SPECS (ALL PA-
PER WILL BE RECYCLED)

☐

Cardstock

☐

Text Weight

☐

Other

COLOR OPTIONS

☐

Color

☐

BW

COPY AND ASSETS FOR THE DESIGN

EVENT TITLE (WILL BE TITLE OF GRAPHIC) _____

EVENT DATE/TIME _____

SPONSORS OF EVENT	<input type="checkbox"/>	_____
(WRITE IN SPONSOR AND CHECK BOX IF THEIR LOGO IS REQUIRED)	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____
	<input type="checkbox"/>	_____

SPECIFIC COPY
(ie. DESCRIPTION, TAGLINE, WHAT TO BRING, ETC.)

THEME, COLORS, AND SPECIFIC GRAPHICS WANTED

ADDITIONAL NOTES