

GRAPHIC DESIGN REQUEST FORM

Please allow 24 hours
for confirmation on
receipt of the graphic
design request.

Complete this form, save it and e-mail it with any attachments to graphics@monroeccc.edu.

Name _____ Phone _____

Department _____ E-mail _____

Project Title _____

NEW PROJECT *(If this is a major project or marketing campaign, it will require a meeting with the Director of Marketing)*

REVISION of Previous Project Approximate date and name _____

Submission Date _____ Desired Delivery Date _____

Please allow at least 10 WORKING DAYS for any new project or revision requests and longer for campaigns or major projects.

Please submit all final text as a Microsoft Word document. All other electronic content (photos, illustrations, spreadsheets, or other graphics) should be e-mailed along with the graphic design request form. If content needs to be physically supplied, please place it in the graphics mailbox.

Please check box if applicable.

PROJECT TYPE

(Check only one. A separate form is required for individual projects.)

- Brochure
- Catalog
- Flyer
- Newsletter
- Postcard
- Invitation
- Poster
- Banner
- Display Sign
- Self-Mailer
- Integrated Marketing Communications Campaign
(Meeting with the Director of Marketing is required.)
- Other *(Specify)*

SIZE

(Check all that apply)

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- 22 x 34
- Other *(Specify)*

COLOR INFORMATION

(Check all that apply)

- B&W
- Color
Any printed color job must be approved by the Director of Marketing.

QUANTITY

(Specify below)

POSTAGE & MAILING

- First-Class Postage
- Non-Profit Permit
Account Number:

PRINTING/FINISHING

(Check all that apply)

- Copy Center *(B&W only)*
Account Number:
- Outside Printer/
In-house Color
Requires approval of the Director of Marketing
- Electronic (PDF)

WEB ELEMENTS

- Please post to Web site

SOCIAL MEDIA

- Please post on social media sites

Description of project

A PDF file of the finished design will be sent by e-mail for proofing of copy, design and content. Changes can be made directly to the PDF or on a hard copy and returned to the graphics department mailbox.

PUBLIC RELATIONS

- This is something that is potentially newsworthy.

TO BE COMPLETED BY GRAPHICS DEPARTMENT

Project Number	Date In	Out By
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