

# 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**

**PUBLIC RELATIONS**

- ☐ This is something  
that is potentially  
newsworthy.

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.

**TO BE COMPLETED BY GRAPHICS DEPARTMENT**

Project Number	Date In	Out By
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