



GRAPHIC DESIGN REQUEST FORM

Name _____ Phone _____

Department _____ Email _____

Project Title _____

Submission Date _____ Deadline _____

Please allow at least 10 WORKING DAYS for new projects and longer for marketing campaigns or major projects.

- All copy should be proofed for correct spelling, grammar, and punctuation prior to submission.
- Images must be of quality suitable for use with minimal image processing.
- Large files can be sent via Microsoft OneDrive or uploaded to the COMMON drive in the folder named Graphic Design Request - Art Files.

PROJECT TYPE (one project per request form)

<input type="checkbox"/> Marketing campaign*	<input type="checkbox"/> Flyer	<input type="checkbox"/> Banner	<input type="checkbox"/> Certificate/Award
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Poster	<input type="checkbox"/> Graphic/Logo	<input type="checkbox"/> Letterhead
<input type="checkbox"/> Postcard	<input type="checkbox"/> Brochure	<input type="checkbox"/> Promotional item	<input type="checkbox"/> Pamphlet/Handout
<input type="checkbox"/> Invitation	<input type="checkbox"/> Booklet	<input type="checkbox"/> Decal	<input type="checkbox"/> Other _____
<input type="checkbox"/> Program	<input type="checkbox"/> Envelope	<input type="checkbox"/> Signage	

SIZE (width x length)

- 4x6 11x17
 5x7 12x18
 8.5x11 Other _____

ORIENTATION

- Landscape
 Portrait
 L P

REQUESTS

- Single-sided
 Double-sided
 Full bleed
 Card stock

FORMAT

- .pdf
 .jpg
 .eps
 .png

TARGET AUDIENCE

- Staff
 General public
 Legislature
 Other _____

PROJECT DESCRIPTION

Write a brief description about the project, including dates, text, content, theme, emphasis, goals/objectives, ad specs (sizes), etc.

A PDF of the finished design will be sent by email for proofing of copy, layout, and content. Please attempt to make all edits at one time. Check your proof carefully for errors and omissions (content, spelling, addresses, dates, phone numbers, photos, sizes). There are two options for approval. APPROVED to produce, and APPROVED to produce with noted corrections. Once approved, no additional edits will be made. If a third proof is required, a follow-up meeting will be scheduled to discuss project progression and direction.