

Graphic Design Request Form

Margo Winners Ext. 2288 mwinners@cerritos.edu

Kelly Kwan Ext. 2286 kkwan@cerritos.edu

Date Submitted: _____

Designer: _____

Project Accepted On: _____

Total Hours: (PA Office Use Only) _____

IMPORTANT: Some graphic design projects can take up to 3-6 weeks to complete (not including printing). Please plan accordingly. Proof materials for correct spelling, grammar, and punctuation before submitting to the designers. Public Affairs staff will make edits/revisions in consultation with project requesters to ensure accuracy, grammar, spelling, and appeal to audience. Designers will arrange for printed proofs to be hand-delivered, emailed, or schedule for requesters to pick up. Projects are developed using Universal Design standards. Note: Production timelines are subject to change based on priority projects.

Requester's Name: _____

Department: _____

Phone: _____

Email: _____

Project Title: _____

Final Due Date: (Date must be agreed upon with designer.) _____

New Project

Update Previous Project - Title: _____

APPROVAL TO BEGIN PROJECT

Dean/Manager Signature: _____

<p>Job Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ad <input type="checkbox"/> Booklet <input type="checkbox"/> Catalog/Class Schedule <input type="checkbox"/> Cover <input type="checkbox"/> Flyer <input type="checkbox"/> Newsletter <input type="checkbox"/> Postcard/Invitation/Announcement <input type="checkbox"/> Poster <input type="checkbox"/> Program Signage <input type="checkbox"/> Other (specify) _____ 	<p>Job Specifications</p> <p>Quantity: _____</p> <p>Size:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 8.5 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other (specify) _____ <p>Color:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Black & White <input type="checkbox"/> Full Color 	<p>Printing Method</p> <ul style="list-style-type: none"> <input type="checkbox"/> Publications <i>Please make printing arrangements directly with the Publications office at Ext. 2298.</i> <input type="checkbox"/> Outside Printer <i>The designer and Purchasing Dept. will create specifications for bids for outside printing.</i> 									
<p>Text/Graphics/Photos Provided</p> <p>Please check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emailed <input type="checkbox"/> Removeable Drive <i>(Please submit all copy in a Word document)</i> <input type="checkbox"/> Text <input type="checkbox"/> Photos <input type="checkbox"/> Other (specify) _____ 	<p>Job Description:</p> <p>Write a brief description, including event dates, text, content, theme, etc. Please submit via a Word document.</p> <div style="background-color: #003366; color: white; padding: 5px; font-size: small;"> <p>Important: Please be as thorough as possible when reviewing proofs. The number of proofs and amount of time it takes to return corrected proofs to designers may alter the completion date.</p> </div> <table border="0" style="width: 100%; text-align: center;"> <tr> <td>Proof 1</td> <td>Proof 2</td> <td>Proof 3</td> </tr> <tr> <td>Sent _____</td> <td>Sent _____</td> <td>Sent _____</td> </tr> <tr> <td>Returned _____</td> <td>Returned _____</td> <td>Returned _____</td> </tr> </table>		Proof 1	Proof 2	Proof 3	Sent _____	Sent _____	Sent _____	Returned _____	Returned _____	Returned _____
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