College Communications
Graphic Design Work Order Request

Date Requested: ________________  Date Required: ________________

PO # ________________________

To begin your project please complete this form and submit it to Susanne Cate in the Office of College Communications. If we are unable to perform the work in your required time frame we will put you in touch with preferred vendors who may be able to assist. Depending on office demands, a typical publication requires approximately four weeks to complete. This includes design, editorial review, and production of your publication. Please alert us well in advance to arrange a schedule, especially if photography and copywriting are required, as they may extend the time frame for completion.

Requesting Department: ___________________________

Contact Name(s): ________________________________

Contact #: __________________________ Email: __________________________

Project Name: ________________________________

Project Type: Please choose all that apply.
[ ] Brochure    [ ] Postcard    [ ] Logo    [ ] Booklet    [ ] Billboard Design    [ ] T-shirt Design    [ ] Web

[ ] Other: __________________________

Other Services:
[ ] Photo Shoot - Details: __________________________

[ ] Other - Describe: __________________________

Please provide brief details about your project.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Do you need copy written or will it be provided?  [ ] Yes  [ ] No (Please email all copy in a Word document or in the body of an email.)

Do you have logos, tag lines or images that need to be incorporated?  [ ] Yes  [ ] No

Please list: __________________________

Please note: All design elements must be submitted in order to begin the design process.

Are you printing in-house or do we need to suggest a printer?  [ ] In-House  [ ] Printing Required - Qty. Needed ________

Full Color? ______  Black/White? ______

Other? Explain: __________________________

Requestor: (please sign) __________________________  Date: ________________

COMMUNICATIONS DEPARTMENT USE ONLY

Received By: __________________________  Date: ________________

Proof received via:  Email _____  Website _____  Campus Mail _____  Other _____

PROOF

FIRST DUE: __________________________  SECOND DUE: __________________________

FIRST SENT: __________________________  SECOND SENT: __________________________

PRESS DATE: __________________________  DATE IN HAND: __________________________