

# Marketing Graphic Design Request Form



Please complete this form and email it with all attachments to your marketing manager.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

**New Project** (Project Title) \_\_\_\_\_

**Revision** (Previous Project Job Number) \_\_\_\_\_

**Finalized copy, high-resolution images (300 DPI) and logos must be submitted before the project can be considered and added to the queue. Please allow up to a 4-week turnaround from submission date. Please note that campaigns and long publications require a longer turnaround time.**

Submission Date \_\_\_\_\_ Desired Delivery Date \_\_\_\_\_ University Funds  Yes  No  N/A

## PROJECT TYPE (one project per request form)

- |  |                                      |                                   |   |   |                                       |
|--|--------------------------------------|-----------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Marketing Campaign* | <input type="checkbox"/> Flyer       | <input type="checkbox"/> Booklet  | <input type="checkbox"/> Magazine             | <input type="checkbox"/> Promotional Item _____ |                                       |
| <input type="checkbox"/> Ad                  | <input type="checkbox"/> Poster      | <input type="checkbox"/> Folder   | <input type="checkbox"/> Banner               | <input type="checkbox"/> Other _____            |                                       |
| <input type="checkbox"/> Postcard            | <input type="checkbox"/> Self-Mailer | <input type="checkbox"/> Calendar | <input type="checkbox"/> Yard Sign            | <input type="checkbox"/> Email Header/Footer    | <input type="checkbox"/> T-shirt      |
| <input type="checkbox"/> Invitation          | <input type="checkbox"/> Brochure    | <input type="checkbox"/> Envelope | <input type="checkbox"/> Editable PDF         | <input type="checkbox"/> Email Graphic          | <input type="checkbox"/> Vehicle Wrap |
| <input type="checkbox"/> Program             | <input type="checkbox"/> Newsletter  | <input type="checkbox"/> Viewbook | <input type="checkbox"/> Social Media Graphic | <input type="checkbox"/> Sticker                |                                       |

## SIZE (width x length)

- |                                    |                                   |                                      |                            |                            |
|------------------------------------|-----------------------------------|--------------------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> 4 x 6     | <input type="checkbox"/> 6 x 9    | <input type="checkbox"/> 11 x 17     | <input type="checkbox"/> L | <input type="checkbox"/> P |
| <input type="checkbox"/> 5 x 7     | <input type="checkbox"/> 8.5 x 11 | <input type="checkbox"/> 24 x 18     |                            |                            |
| <input type="checkbox"/> 5.5 x 8.5 | <input type="checkbox"/> 9 x 12   | <input type="checkbox"/> Other _____ |                            |                            |

## PROJECT DESCRIPTION

## PRINTING

Would you like us to oversee printing?  Yes  No  N/A

Index # \_\_\_\_\_ Quantity \_\_\_\_\_

BW  Color  BW & Color \_\_\_\_\_

## MAILING

Would you like us to oversee mailing?  Yes  No  N/A

AUDIENCE \_\_\_\_\_

## Client Check List

*In efforts to be efficient with the use of University resources, please attempt to make all changes at one time. During the proofing process, your project may have up to three proofs. Check your proof carefully for errors and omissions (content, spelling, addresses, phone numbers, dates/calendar, photos and sizes). Please mark all corrections on the PDF proof. We will correct changes noted in the PDF only. There are two options for approval: APPROVED to produce, and APPROVED to produce with noted corrections. Once approved, no additional edits or corrections will be made, and the job will be closed. If for any reason your project is cancelled, please notify our office to save resources. Should an additional proof be required, a follow-up meeting will be scheduled with the Vice President of External Relations to discuss project progression and direction.*

- Completed the **Design Request Form**  
*(jobs can not be opened until all fields are completed)*
- Attached **Final Copy** in a Microsoft Word document  
*(must be proofed/approved by department head)*
- Attached **High Resolution Photos & Logos**

SIGNATURE **REQUIRED**

\_\_\_\_\_

## ADDITIONAL RESOURCES

[Brand Standards](#)

[Marketing Manager Assignments](#)

[Marketing Toolkit](#)