



GRAPHIC DESIGN REQUEST FORM

Name: _____ Email: _____ Department: _____

New Project (Project Title) _____

Revision (Previous Project Title) _____

Finalized copy, high-resolution images (300 DPI) and logos must be submitted before the project can be added to the queue. Allow up to a 3-week turnaround from submission date. If you need the project completed in a shorter timeline please contact the Communications Coordinator directly. Please keep in mind that a faster turnaround may not be possible and the Communications Coordinator has final say on project completion dates.

Submission Date: _____ Desired Delivery Date: _____

PROJECT TYPE (one project per request form)

<input type="checkbox"/> Ad	<input type="checkbox"/> Poster
<input type="checkbox"/> Banner	<input type="checkbox"/> Program
<input type="checkbox"/> Booklet	<input type="checkbox"/> Social Media Graphic
<input type="checkbox"/> Brochure	<input type="checkbox"/> Sticker
<input type="checkbox"/> Editable PDF	<input type="checkbox"/> T-Shirt
<input type="checkbox"/> Email	<input type="checkbox"/> Yard Sign
<input type="checkbox"/> Envelope	<input type="checkbox"/> Corporate Sponsor Signs Level: _____
<input type="checkbox"/> Flyer	<input type="checkbox"/> Promotional Item: _____
<input type="checkbox"/> Folder	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Invitation	
<input type="checkbox"/> Newsletter	
<input type="checkbox"/> Postcard	

PROJECT DESCRIPTION

SIZE (width x length)

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

Landscape or Portrait
(Circle one)

L

P

PRINTING

Would you like me to take care of printing?

Yes No N/A

Quantity: _____

BW Color

BW & Color _____

BUDGET

Does this project have a budget?

No Yes _____

ARTWORK

Would you like us to take care of mailing?

PROOFING

List all parties who should receive the **rough draft*** of the design

List all parties who should receive the **first proof**** of the design

List all parties who should sign off on the **final proof***** of the design

***ROUGH DRAFT:** Preliminary design - feedback on colors, photos, fonts


****FIRST PROOF:** Mostly finalized design - checking for errors/omissions (content, spelling, addresses, phone numbers and dates)

*****FINAL PROOF:** Finalized design - only minor edits being made during this round

ANY REQUESTED EDITS MUST BE SENT TO NZRELIAM@MARISTHS.ORG OR A PRINTED MARK-UP MUST BE PLACED IN MY BOX IN THE FRONT OFFICE

REQUEST CHECK LIST
Make sure you've checked these boxes before submitting

<input type="checkbox"/> Submitted Final Copy* in a Word Document or Google Doc along with any High Resolution Photos & Logos via Jotform . <small>https://form.jotform.com/242535612698161</small> <small>*final copy has been proofed and approved by all parties involved</small>	<input type="checkbox"/> Completed the Graphic Design Request Form <small>(jobs can not begin until all fields are completed)</small>
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FOR COMMUNICATIONS COORDINATOR ONLY

CC SIGNATURE: _____ DATE RECEIVED: _____ DATE COMPLETED: _____