

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 (please check all that apply)

*3 + items require a meeting with your marketing manager

- | | | | | | |
|--|--------------------------------------|-----------------------------------|---|---|---------------------------------------|
| <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)

- 4 x 6 6 x 9 11 x 17 L P
- 5 x 7 8.5 x 11 24 x 18
- 5.5 x 8.5 9 x 12 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

- | | |
|--|---|
| <input type="checkbox"/> Completed the Design Request Form
<i>(jobs can not be opened until all fields are completed)</i> | <input type="checkbox"/> Attached High Resolution Logos (preferably ai. or eps.) |
| <input type="checkbox"/> Attached Final Copy in a Microsoft Word document
<i>(must be proofed/approved by department head)</i> | <input type="checkbox"/> Provided Index Number for printing (if applicable) |
| <input type="checkbox"/> Attached High Resolution Photos | <input type="checkbox"/> Attach Reference Material (if applicable) |

ADDITIONAL RESOURCES

[Brand Standards](#)

[Marketing Manager Assignments](#)

[Marketing Toolkit](#)

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