

# Graphic Design Request Form

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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 or schedule for requesters to pick up projects.

Requester's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Final Due Date: \_\_\_\_\_

*(Date must be agreed upon with Designer.)*

New Project

Update Previous Project - Name: \_\_\_\_\_

## APPROVAL TO BEGIN PROJECT

Dean/Manager Signature: \_\_\_\_\_

### Job Type

- Ad
- Booklet
- Catalog/Class Schedule
- Cover
- Flyer
- Newsletter
- Postcard/Invitation/Announcement
- Poster
- Program Signage
- Social Media Ads  
(FB, Instagram, Twitter)
- Other (specify) \_\_\_\_\_

### Job Specifications

Quantity: \_\_\_\_\_

Size:

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Other (specify) \_\_\_\_\_

Color:

- Black & White
- Full Color

### Printing Method

- Publications  
*Please make printing arrangements directly with the Publications office at Ext. 2298 or p@cerritos.edu*
- Outside Printer  
*The Designer and Purchasing will create specifications for bids for outside printing.*

### Text/Graphics/Photos Provided

Please check all that apply

- Emailed
- On Disk

*(All text should be grammatically correct before passing any copy to the designer. Please submit all copy in a word doc.)*

- Text
- Photos
- Other

**Job Description:** Write a brief description, including event dates, text, content, theme, etc. Please submit via a word document.

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 designer may alter the completion date. Please adhere to completion date.

Proof 1	Proof 2	Proof 3
Sent	Sent	Sent
Returned	Returned	Returned