



graphic design request

Designers in University Communications are available to produce brochures, flyers and other collateral as staffing is available in the schedule. Priority is given to revenue-generating activities funded by the General Fund (state funds). To request consideration for this free service, please complete this form and submit it to the Director of Creative Services in Admin 156. **Graphic design requests without administrative approval will not be processed. Please allow one week for a response.*

Contact Name		Phone and E-mail
Project Name		Deadline
Project Description		
Purpose of Project		
<input type="checkbox"/> University branding <input type="checkbox"/> Student recruitment <input type="checkbox"/> International student recruitment <input type="checkbox"/> Housing <input type="checkbox"/> Development/Fundraising		<input type="checkbox"/> Alumni Relations <input type="checkbox"/> Master Plan <input type="checkbox"/> Bond Initiative <input type="checkbox"/> Other _____
Project Budget & Funding Source		Target Audience

Authorization

*I, _____ approve the funding and concept of the
(name & signature of appropriate VP, AVP or Dean)

above listed project and will review and approve all written copy before it is submitted for layout.