

Graphic Design Job Request Form

Date Submitted: _____

Job #: _____

Project accepted on: _____

Total Hrs: _____

Office Use Only:

Miriam Root (530) 741 6726 - mroot@yccd.edu • **Teresa Aronson** (530) 741 6829 - taronson@yccd.edu

IMPORTANT: All requests must be approved by budget manager and PIO before a project can begin. Projects can take 3-4 weeks for completion (*not including print time*), please plan accordingly. Contact the Public Information Office to determine final due date in order to ensure a quality product and sufficient time for proofing and approvals. Signature by PIO is required for project finalization. All text should be proofed for correct spelling, grammar, and punctuation before being submitted to Public Information.

Client Name:	Department:
--------------	-------------

Phone:	Email:
--------	--------

Project Title:	Final Due Date: <i>(Date must be agreed upon with Designer.)</i>
----------------	--

New Project
 Update - Previous Date/Name _____

APPROVAL TO BEGIN PROJECT

Department Budget Manager Signature: _____

PIO Signature: _____

Job Type

- Ad
- Booklet
- Catalog/Class Schedule
- Cover
- Flyer
- Logo
- Newsletter
- Postcard / Invitation / Announcement
- Poster
- Program Signage
- Other (specify) _____

Job Specifications

QUANTITY:

SIZE:

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- Other (specify) _____

COLOR:

- Black & White
- Full Color
- Spot Color(s) (Not applicable for Duplicating)

PRINTING METHOD:

Duplicating Department
Please make printing arrangements directly with the Duplicating Department. You will need to fill out a YCCD Duplicating Request Form and include your budget code.

Outside Printer
Budget for outside printer must be pre-approved by department budget manager.

Text/Graphics/Photos Provided
All content must be approved by PIO prior upon submission.

PLEASE CHECK ALL THAT APPLY

SENT BY EMAIL ON DISK

Text
(All text should be grammatically correct before passing any copy to the designer. Please submit Microsoft Word or .TXT files)

Photos

Other

Job Description *Write a brief description, including event dates, text, content, theme, etc.*

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 completion date. Please adhere to proof schedule provided by designer during the proofing process.

Proof 1 Sent: _____ Returned: _____	Proof 2 Sent: _____ Returned: _____	Proof 3 Sent: _____ Returned: _____
--	--	--

PROJECT COMPLETED AND APPROVED FOR PRINT

Client Signature:	Date:
-------------------	-------

PIO Signature:	Date:
----------------	-------