

<b>Date Needed</b> _____
Who submitted _____
<input type="checkbox"/> In Person
<input type="checkbox"/> Email (save as pdf into job folder) <input type="text"/>
<input type="checkbox"/> Web form (attach form) <input type="text"/> Date Submitted

# Job Request

**Contact Information** This information WILL NOT be put on publicity, it is just so we know how to contact you.

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Contact phone \_\_\_\_\_ email \_\_\_\_\_

Person(s) who need to approve \_\_\_\_\_

**What will we be designing for you? Check all that apply.**

**Print Posters & Flyers**

- 11" x 17" (tabloid) Poster How Many? \_\_\_\_\_
- 12" x 18" (tabloid Extra) Poster How Many? \_\_\_\_\_
- 8.5" x 11" (letter) Flyer How Many? \_\_\_\_\_
- 5.5" x 8.5" (half sheet) How Many? \_\_\_\_\_
- 4.25 x 5.5 (quarter sheet) How Many? \_\_\_\_\_
- Other Size \_\_\_\_\_ How Many? \_\_\_\_\_
- Brochure\*
- Booklet\*
- Post Card\*
- Large Format\*-specify size \_\_\_\_\_
- Vinyl Banner specify size \_\_\_\_\_
- Awesome X Banner Stand 63" x 23.5" \_\_\_\_\_
- T-shirt/Promotional Item\* \_\_\_\_\_
- Other\* \_\_\_\_\_

\*Use notes on back or additional sheet for full information

**Digital Design**

- Social Square (export as 72 DPI RGB .JPG)
- SAA Sized web banner (1512 x 432 px)
- Digital Display board (960x720 px) \_\_\_\_\_
- Digital only-specify size \_\_\_\_\_  
File Format (.JPG, .PDF, .PNG etc.) \_\_\_\_\_

**Stroud Courier Ad**

- Free size (design fees apply but the Stroud Courier will not bill you to run them. Size and even if the ad will be run are up to the discretion of the Stroud Courier staff and available space. **Export as CMYK 300 DPI .jpg**)
- Paid Stroud Courier ad. (You will be billed by the Stroud Courier to run the ad, in addition to the Graphics Center design fee.)
  - Full page  1/2 page  1/4 page

**What do you want on your publicity?** You may not need every item listed below, or may want to give us additional information about what you want. You can email us additional information, photos logos etc. if needed.

Job Name	
Date of Event	
Time of Event	
Location of Event	
ADA Phone# (goes on poster: ESU office extension is the best option, check with your advisor or appropriate faculty/staff member if you can use their extension.)	
Cost, ticket and sign-up information, if any	
Do you have any logos or photos you would like us to use?	
Are there Sponsor(s) you want listed?	
Additional information	

There is a boilerplate document for this organization in Dropbox--> Used a Lot

# For Graphic Center Staff use:

Notes:

Old Job # if applicable

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**How was it approved?** Give detail, such as by email, if in person who did they tell etc. If by email, "print" the email as a PDF into the job folder \_\_\_\_\_

**Item Price Quotes:** if it's on our price sheet, you don't need to put it here. But if it's not on our price sheet (like a banner, shirt etc.) or if it was something that is discounted (more expensive on the standard price sheet) record here the quote(s) given? \_\_\_\_\_

Club Special     "Supersized" (11 x 17) Club Special

**Design Price Quotes:** \_\_\_\_\_

## Printing Record

Item	Quantity	Size	Type of paper	Date	Initials
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