

Yellow boxes are required.

Project Request Form

| | | |
|--------------------------------|---|------|
| Your Name | Phone | Date |
| email address | Are you the point person? (<i>Are you empowered to make final decisions for this project?</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Department | If not, who is? | |
| Approved by (Budget Authority) | | |

! **If your department requires final approval on printed materials from more than one person, YOU are responsible for obtaining this. Your approval to us indicates that you have obtained the necessary final sign-offs. By approving your proof, you take responsibility for any errors, whether in design or in copy. Design will not begin until final copy has been approved. Please proof carefully!** I don't agree I agree

Publication/Design

| | | |
|---|--|--|
| Type of Request | <input type="checkbox"/> New publication/design | <input type="checkbox"/> Revision of existing material |
| Name of Project | | |
| Are you requesting any other components for this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes: <input type="checkbox"/> Advertising <input type="checkbox"/> Website <input type="checkbox"/> Specialty item |
| When does the project need to be completed? | When is the point person ready to begin? | |
| Please describe your project and its main purpose | | Have you already contacted someone in our department about this job? If so, who? |

Specifications **Please check all that are relevant**

| | | | | | |
|--|--|-----------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> Printed in Duplication | <input type="checkbox"/> Brochure | <input type="checkbox"/> Flier | <input type="checkbox"/> Invitation | <input type="checkbox"/> Sign/banner | <input type="checkbox"/> Other |
| <input type="checkbox"/> Printed off-campus (\$) | <input type="checkbox"/> Poster | <input type="checkbox"/> Postcard | <input type="checkbox"/> Program | <input type="checkbox"/> Channel 19 slide | |
| What is the quantity you need? | Who is your target audience? (<i>Select all that apply</i>) | | | | |
| <input type="checkbox"/> Printed in Color? | <input type="checkbox"/> ACC faculty, staff, administration | | | | |
| <input type="checkbox"/> Printed in Black & White? | <input type="checkbox"/> ACC students | | <input type="checkbox"/> Prospective ACC students | | |
| <input type="checkbox"/> white paper? <input type="checkbox"/> colored paper? | <input type="checkbox"/> Community Members | | <input type="checkbox"/> Donors | | |
| What words best describe how you envision the look and feel of this project? | What is your favorite color? | | Least favorite color? | | |
| <input type="checkbox"/> Sophisticated <input type="checkbox"/> Traditional <input type="checkbox"/> Serious | Will this be mailed? | | <input type="checkbox"/> No | | |
| <input type="checkbox"/> Exciting <input type="checkbox"/> Edgy <input type="checkbox"/> Fun | <input type="checkbox"/> Design as self-mailer | | <input type="checkbox"/> Design an envelope | | |
| How long do you expect the finished project to be useful? What is the shelf life? | <i>We can advise you of postal needs, but leave the arrangement of direct mail services to you. Be sure to include postage costs into your budget, and allow time for mail preparation and delivery.</i> | | | | |
| Are you: <input type="checkbox"/> Providing FINAL text that has been proofed and is in electronic format? | <i>The copy you provide will either be copyedited for consistency and clarity, or will be used to help us write new copy. Handwritten copy cannot be accepted.</i> | | | | |
| <input type="checkbox"/> Supplying general information that we can use to write your text? | Design will not begin until final copy has been approved. Changes to copy after design has begun will result in MAJOR delays in the production of your project. | | | | |
| Please attach your text when you submit this form. | | | | | |

Any specific creative considerations: Please indicate any required logos, photos, phrases, etc.

PICM produces the college catalogs and broad marketing needs, and also helps other departments achieve their marketing goals. Because projects range in size, purpose and complexity, the time for design and printing varies significantly. Some projects take as long as 8 weeks to complete. **Please plan in advance.**

! **Once you have filled out this form, hit the **Submit** button and it will be emailed to Publications & Creative Services. Please attach any text, logos or other documents we will need to produce your project to the email.**

Please remember to complete *at least* the **yellow** boxes on this form.
The more information you can provide the better we can address your needs.

SUBMIT