Project/Design Job Request Form

When sending a request for any design job, it would be greatly appreciated if you follow the instructions below:

**1.** Send an email. The email should be clear and very descriptive about the project or job requested. The email should include:

- Name of job:

- Job type: ad, flyer, logo, poster etc.

- Name of Department/Club/Organization:

- Deadline: Set a deadline

- Description of the job:

- Print: 50 max for Color printing / 200 max for black and white

- Poster: Size required (18x24, 11x17, 8.5x11, 5x7, 4x6)

Content: Attached a revised content in a word document format

**NOTE: All jobs require at least a two-week turn-around.**

PLEASE NOTE REQUIREMENTS FOR ALL GRAPHIC DESIGN REQUtESTS: All copy (text / content) must be submitted electronically to [shanaz.maharaj@mymail.barry.edu](mailto:shanaz.maharaj@mymail.barry.edu)

ALL TEXT AND CONTENT SHOULD BE CORRECT BEFORE SUBMITTAL -

GRAPHICS IS NOT RESPONSIBLE FOR EDITING YOUR CONTENT.

If you have art work, photos, or any other graphics you wish to use, please submit those electronically to Graphics with a resolution suitable for the project.

**Student Web & TV Ads**

1. Submit to [shanaz.maharaj@mymail.barry.edu](mailto:studentweb@mail.barry.edu)
2. If you will provide the design for the banner please make sure it follows the mandatory dimensions (if you do not know how to size images please pass by my office 202M and one of the Marketing team members will be more than happy help and to teach you the basics)

**Web**

1. 760x310 px

**TV Ads**

1. 1280x720 px
2. Content must be submitted in the following format (Always in Word Format)

Type: **Events**

Release Date:  **INPUT TODAY'S DATE HERE**

Title:  **INPUT TITLE OF EVENT HERE**

Teaser:  **ADD A BRIEF, ONE SENTENCE SUMMARY OF YOUR EVENT HERE**

 Article:

**TITLE OF EVENT**

**DATE OF EVENT**

**TIME OF EVENT**

**BUILDING AND ROOM NUMBER EVENT WILL BE HELD**

**RSVP to\_\_\_\_*by*\_\_\_\_\_\_:** *(if required)*

***DESCRIPTION OF EVENT (please be as descriptive as possible).***

*For more information, please contact****DEPARTMENT/OFFICE/PERSON****at****E-MAIL ADDRESS****and/or****TELEPHONE NUMBER****or visit****OFFICE LOCATION.***

–      Submit 7 days minimum before release date

•       Marketing Assistance

–      Must be submitted at least 2 weeks in advance

•       Internal Resources

–      Business Center (for printing)

•       External Resources

–      PK Graphics (Flyers, Banners etc.)

* Edco.com (Promotional Products ie. key chains, pens etc.)

Project/Design Job Request Form

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

Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project type: New Project Update

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Dept/program/Org: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Check**  **Here** | **Design Needed** |

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| --- |
| **Ad** |
| **Booklet** |
| **Brochure** |
| **Web update/TV Ads\*** |
| **Flyer** |
| **Logo** |
| **Postcard/Invitation/Announcement** |
| **Poster** |
| 8.5 x 11 |
| 11 x 17 |
| **Display** |
| **Sign/Banner** |
| **Other:** |

|  |  |  |
| --- | --- | --- |
| Special instructions or comments | | |
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**\*NOTE: Please provide blurb that will be used on the Web design.**

***Please submit completed to Shanaz Maharaj*** [***shanaz.maharaj@mymail.barry.edu***](mailto:shanaz.maharaj@mymail.barry.edu)***. For any additional info please stop by Landon 202M or schedule an appointment.***