

# Graphic Artist & Publication Approval Request Form

Thank you for your interest in receiving graphics from the Recreational Sports Marketing and Special Events department. Please complete as much information as possible so we can send a draft out as soon as possible.

Requested By: \_\_\_\_\_

Program Area: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Deadline: \_\_\_\_\_

Number of Copies Desired; Black & White: \_\_\_\_\_ Color: \_\_\_\_\_

Project Type:  Flyer  Poster  T-Shirt  Post Card  Brochure  Other

Layout:

Text, Information and Graphics Desired:

---

---

---

---

---

---

---

---

---

---

Size:

Full Sheet  Half Sheet

Quarter Sheet  \_\_\_\_\_

Approval Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_