



Graphic Artist Request Form

Information:

Organization: _____
Name: _____
Phone Number: _____ Email: _____
Date Submitted: _____ Date Needed*: _____

*Please allow 10 working days for graphic requests, and 2-3 days for corrections.
"ASAP" will not be taken into consideration.

Event Details:

Event Title: _____

Date: _____

Time: _____

Location: _____

Contact Info: _____

Other Information: _____

Format:

Step 1:

- Flier (8.5 x 11)
- Flier (8.5 x 5.5)
- Flier (4.25 x 5.5)
- Poster (11 x 19)
- Poster (24 x 36)
- T-Shirt

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Step 2:

- Color

-
- Black & White

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Step 3:

Sketch your design.
View back.

Please provide artwork, sketches, and/or printouts for our graphic artist to base their work off of.

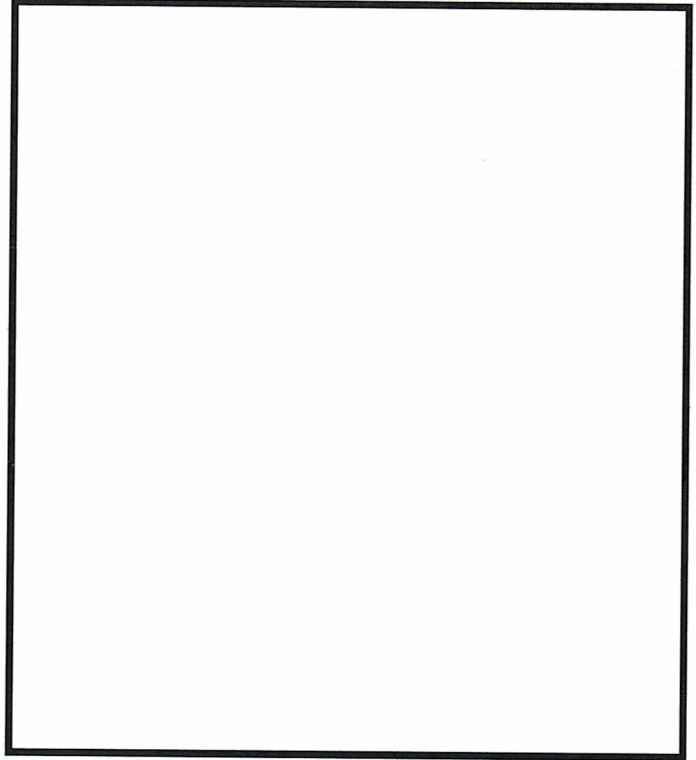
Logos, and other images needed for the final design can be emailed to greeklife@shsu.edu. Please make the subject line of your email read "Graphic Artist Request Form." Include your organization name and a contact email and phone number.

In addition, will it be possible for you/your organization to provide our graphic artist with a copy of the finished flier/poster/t-shirt for their graphic portfolio?

Yes

No

Sketches:



T-Shirt Sketches:

