



# GRAPHIC ARTIST REQUEST FORM

REQUESTS MUST BE MADE 2 WEEKS IN ADVANCE

Complete this form, save it and e-mail it with any attachments to [bnp010@shsu.edu](mailto:bnp010@shsu.edu)

Name:

Phone:

Organization:

E-mail:

Target Audience:

Date of Event:

NEW PROJECT

Location of Event:

REVISION of Previous Project

Approximate Date & Time:

Submission Date:

Desired Completion Date:

Please submit all final text, other electronic content (photos, illustrations, spreadsheets, or other graphics), and the graphic design request form to [bnp010@shsu.edu](mailto:bnp010@shsu.edu). If content needs to be physically supplied, please place it in Breanna's door box.

Please check box if applicable:

INCLUDE

(Check all that apply)

Student Activities Stamp

Logo

Please include which logo:

SIZE

(Check all that apply)

8.5 x 11

Handbill

18 x 24-Yard Sign

24 x 36-Sandwich

Board 24 x 52-Banner

Brochure

Other Size (specify):

## DESCRIPTION OF PROJECT

(For T-shirt design please include color of shirt and colors for graphic, PLEASE INCLUDE ALL DETAILS NEEDED ON THE GRAPHIC/BROCHURE) **\*PLEASE ATTACH A WORD DOC WITH SPECIFIC DETAILS IF THEY DO NOT FIT ON THIS PAGE\***

Social Media Handles



Handle:



Handle:



Handle:



Handle:

Other Social Media (specify):

T-Shirt Design

## QUANTITY

(Include quantity for EACH size)

A PDF file of the finished design will be uploaded to the designated area on the T-drive or sent by e-mail for proofing of copy, design and content. Any changes needed to be made can be submitted to the graphic artists via email or on a hard-copy.

OFFICE USE ONLY

DATE SUBMITTED

DATE ACCEPTED

OUT BYE