



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

Name:

E-mail:

Organization:

Name of Event:

Target Audience:

Date of Event:

NEW PROJECT

Location of Event:

REVISION of Previous Project Approximate Date & Time of Previous Project:

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. 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

**PLEASE ATTACH A
WORD DOCUMENT, SPREADSHEET,
etc. WITH VERY SPECIFIC DETAILS
FOR YOUR GRAPHIC.**

**PLEASE INCLUDE ALL PICTURES,
RENDERINGS, AND IDEAS FOR
YOUR GRAPHIC.**

Social Media Handles



Handle:



Handle:



Handle:



Handle:

QR CODE:

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.**

OFFICE USE ONLY

DATE
SUBMITTED

DATE
ACCEPTED

OUT BYE