

GRAPHIC ARTIST & PUBLICATION APPROVAL

# REQUEST FORM

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

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

Due Date: *Final delivery date, if printed (ASAP will not be accepted)*

Date of event: \_\_\_\_\_

Is this a campaign: \_\_\_\_\_

Flyer	Poster	Shirt	Web	Other
<input type="checkbox"/> 8.5x11	<input type="checkbox"/> 11x17	<input type="checkbox"/> Polo	<input type="checkbox"/> Web Banner	<input type="checkbox"/> Photography
<input type="checkbox"/> 11x8.5	<input type="checkbox"/> 18x24	<input type="checkbox"/> T-shirt	<input type="checkbox"/> Web Page	<input type="checkbox"/> Video
<input type="checkbox"/> 1/2 Sheet	<input type="checkbox"/> 24x36		_____	<input type="checkbox"/> _____
<input type="checkbox"/> 1/4 Sheet	<input type="checkbox"/> Banner		<input type="checkbox"/> _____	<input type="checkbox"/> _____

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## DESCRIPTIVE INFORMATION:

**Headline:** *(ex. Learn to Save a Life)*

**Description:** *(use back for design suggestions)*

**Call to action:** *(ex. Register online at [www.shsu.edu/aquatics](http://www.shsu.edu/aquatics) or Save \$10 if you purchase by Jan 23)*

## Additional Information:

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Contact Name: \_\_\_\_\_

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

Phone/Email: \_\_\_\_\_

Mktg Signature: \_\_\_\_\_ Consult: \_\_\_\_\_

Designer: \_\_\_\_\_ Proof 1: \_\_\_\_\_ Proof 2: \_\_\_\_\_ Final: \_\_\_\_\_