Recreational Sports Outdoor Program

# Graphic Design & Marketing Request Form

(Turn this form in to the Graphic Design Supervisor at least 4 weeks before the date of the event)

Person Requesting Work: _____Today's Date: _____

Requested Completion Date (should be at least 2 weeks prior to event): _____

Title of Job: _____

Description of Job

- *What is needed? Check all that apply:*
  - ____ Flyer
  - ____ Brochure - Size should be: ____ 8.5x11 trifold
    ____ 8.5x14 trifold
    ____ 11x17 trifold
    ____ Other _____
  - ____ Banner - For where? _____
  - ____ Press Release - Which sites: ____ On-Campus (KUMD, Statesman, Currents,...)
    ____ Off-Campus (News Tribune, Budgeteer,...)
  - ____ Advertisement - give dimensions and where it is going _____
  - ____ Other _____

- *Target Audience* _____

- *Photo(s)/Image(s) - name, title, location* _____

_____

- *Preferred color of paper and ink (if any)*: _____

- *Full text here or attached (you may be asked to e-mail text to the graphic designer)*

FOR SUPERVISOR ONLY:

- Project assigned to: _____

- To be proofed by: _____