METHODIST UNIVERSITY

GRAPHIC DESIGN REQUEST FORM

How to use and send this form: 1. Save this form to your desktop 2. Fill out the saved form completely 3. Save-as the form in a different file name 4. Email and send the form as an attachment to **universityrelations@methodist.edu**

All content (text, photos, illustrations, spreadsheets, and/or other graphics) should be e-mailed along with the graphic design request form. If content needs to be physically supplied, please send it to University Relations via campus mail.

NOTE: Please be prepared to provide all the text/information in a document reviewed and approved by your department. All copy should be proofed for correct spelling, grammar, and punctuation prior to submitting this request. We will not begin projects with missing information or materials. You must include time for design and printing when planning your project. ***The standard design turnaround time for a project is 10 business days for completion, but more time may be needed for major projects and marketing campaigns. In addition, Monarch Press' standard turnaround time for printing requests is one to two weeks.*** Please allow 24 hours for confirmation of receipt of the graphic design request.

Contact Information

Date submitted (MM/DD/YYYY) _____ Date needed in hand (MM/DD/YYYY) _____

Name: _____ MU email: _____

Department/organization: _____ Office phone: _____

Project Details

Description/name of item _____

If this is a major project or marketing campaign, it will require a meeting with the director of University Relations.

☐ **NEW PROJECT** ☐ **REVISION OR UPDATE OF PREVIOUS PROJECT**

Project Type: (Check all that apply)

- ☐ Brochure ☐ Booklet
- ☐ Flier ☐ eFlier
- ☐ Poster ☐ Invitation
- ☐ Postcard ☐ Envelope
- ☐ Banner (for MU entrance)
- ☐ Banner ☐ Yard sign
- ☐ Ad (print) ☐ Ad (digital)
- ☐ Billboard ☐ eblast
- ☐ Logo (MU branded only)
- ☐ Table Top Display
- ☐ Other (Specify below)

Size: (Check all that apply)

Standard brochure sizes
- ☐ Tri-Fold ☐ Quad-Fold

Standard flier sizes
- ☐ 5.5″x8.5″ ☐ 8.5″x11″

Standard poster sizes
- ☐ 11″x17″ ☐ 12″x18″
- ☐ 23″x35″ ☐ 35″x47″

Standard postcard or invitation sizes
- ☐ 6″x4″ ☐ 7″x 5″

Banner (for MU entrance) size
- ☐ 60″x 36″

Standard yard sign sizes
- ☐ 24″x18″ ☐ 18″x12″

Standard table top display sizes
- ☐ 6″x9″ ☐ 8″x10″
- ☐ 10″x14″

☐ Other (Specify below)

Color:

☐ Full color ☐ Grayscale

Job Description: (Write a brief description about the project)

Note: For printing services, submit a "**Printing Request Form**" to Monarch Press using MUNet when your project is approved for printing.

For Office of University Relations Use Only:

☐ Approved ☐ Not approved Assigned graphic designer _____

Updated January 2020