

Development - Communication and Alumni Relations Office

DESIGN REQUEST FORM (DR)				
Your Responsibilities		Our Office's Responsibilities		
Plan for your publications ahead		Review your request and establish a delivery date		
Fill out and secure approval on the Design		Provide design options (at least two) for major		
Request form		publications		
Assign one person to follow up on your request		Assist in the selection of photos		
Provide complete, accurate, and reviewed text in		Process edits on the design drafts accurately and		
hard and soft copy format		promptly		
Optional : provide samples of publications to		• Fill out a Purchase Requisitions form to include print		
help the designer understand your preferences		specifications and quantities based on the Design		
Select high resolution photos for your design		Request		
Review first and final design drafts		Provide a complete file that is ready to print		
For reprints, attach a copy of the old publication		Review final proof from the printing house (creative)		
Review final proof from the printing house (text)		wise)		
wise)				
Design item type:	/ D. II.I. D	110	<i>(</i> C	(1D
	nner/ Roll Up Banner		Catalogue</td <td>[] Bookmark</td>	[] Bookmark
1	ochure	[] Cale		[] Certificate
	eeting/Invitation Card	[] New	sietter	[] Poster
[] Others, specify: Description of project: Briefly describe the proposed project and its purpose:				
Description of project: Briefly describe the proposed project and its purpose:				
This publication project is a: [] New publication [] Reprint with minor changes				
[] Update with major changes [] Redesign of an old publication				
Who is your primary audience?				
Specifications:				
Size: Type	Quantity:			
Other:				
Requester Unit:				
Date requested:				
Preferred delivery date:				
Unit to charge to:				
Mailing Information: [] This project will not be mailed (distribution at events, etc.).				
[] This project will be mailed in an envelope				
[] This project will be sent by email.				
Note: Event posters will be automatically shared over social media.				
Authorized Signature	Signature of De	ean	Signature of 0	Concerned VP
		(major publications)		
Reserved for the use of the Office of Communication and Alumni Relations				
Final Delivery Date:				
Authorized Signature:				