

Development -Communication and Alumni Relations Office

DESIGN REQUEST FORM (DR)

Your Responsibilities		Our Responsibilities	
<ul style="list-style-type: none"> • Plan for your publications ahead • Fill out and secure approval on the Design Request Form • Assign one person to follow up on your request • Provide complete, accurate, and reviewed text in hard and soft copy format • Optional: provide design samples of to help the designer understand your preferences • Select high resolution photos for your design • Review first and final design drafts • For reprints, attach a copy of the old publication 		<ul style="list-style-type: none"> • Meet with you to review your request • Provide design options (at least two) for complex publications • Assist in the selection of photos • Establish a delivery date • Process edits on drafts accurately and promptly • Fill out a Purchase Requisitions form to include all print specifications and quantities once those are evident • Provide a complete file that is ready to print to the Purchasing Office • Review final proof from the printing house 	
Requester unit:		Date:	
Account/ unit to charge to:			
Publication type:			
<input type="checkbox"/> Application	<input type="checkbox"/> Banner/ Roll Up Banner	<input type="checkbox"/> Book/ Catalogue	<input type="checkbox"/> Bookmark
<input type="checkbox"/> Booklet	<input type="checkbox"/> Brochure	<input type="checkbox"/> Calendar	<input type="checkbox"/> Certificate
<input type="checkbox"/> Flyer	<input type="checkbox"/> Greeting Card	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Poster
<input type="checkbox"/> Others, specify:			
This publication project is a:			
<input type="checkbox"/> New publication <input type="checkbox"/> Reprint with minor changes <input type="checkbox"/> Redesign of an old publication			
Description of project: Briefly describe the proposed publication project and its purpose:			
Who is your primary audience?			
Distribution: <input type="checkbox"/> This project will be sent by email <input type="checkbox"/> This project will be printed and mailed in hard copy format <input type="checkbox"/> This project will be printed and mailed in an envelope			
Do you prefer a certain design look? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach samples)			
Project specifications:			
1. Size:		2. Type of paper:	
3. Binding:	<input type="checkbox"/> Spiral Binding <input type="checkbox"/> Stitch Binding	<input type="checkbox"/> Perfect Binding (for large manuals)	
4. Color:	<input type="checkbox"/> Full color <input type="checkbox"/> Black and White		
Print quantity:		Preferred delivery date:	
Authorized signature:		Signature of concerned VP:	
Notes by the Office of Communication and Alumni Relations:			
Final delivery date:		Authorized signature:	

P.S. A separate form should be filled for each publication