



Graphic Design Request Form

Project Name (*be specific*): _____ Organization/Department: _____

Original Date Filed: _____ Contact Name: _____

Requested Draft Date: _____ Contact Phone # _____

Requested Completion Date: _____ Email address: @UCSD.EDU

Event Information (if applicable)

Name of Event: _____

Event Location: _____

Event Date: _____ Start Time ____ AM PM End Time ____ AM PM

Design Specifications

Type of Design Work Needed

- Logo
- Brochure
- Tri-Fold
- Poster/Flyer
- Rave Card/Postcard
- Table Tent
- T-Shirt
- Other (Specify) _____

Size Specifications

- 8-1/2 x 11 (Letter)
- 11x17 (Tabloid)
- 4x6 (postcard)
- 5x7 (postcard)
- 300 dpi (print)
- 72 dpi (website)
- Other (Specify) _____

Color Specifications

- Black & White only
 - Full Color/4-Color
 - CMYK (print)
 - RGB (website)
 - Monotone/1-Color (Specify) _____
- Notes: _____

Please include any TEXT, GRAPHICS, or PHOTOS, when possible attach hard copies. If submitting electronically, please e-mail files to wardean@ucsd.edu include file name and type.

Signature of Authorized Representative
(original signature only)

Date

Signature of Advisor
(original signature only)

Date

Date Received: _____