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	y.
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 dimension	
Other	

- •
- 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: _____