



Mendocino College graphic design job request form

Project Title _____

Date submitted: _____

Requestor name & phone number: _____

Date needed: _____

NOTE: All jobs require at least a two-week turn-around. Before work can begin, make sure appropriate funds are in place, and have your supervisor sign here: _____

design request

job specs

Type in Supervisor Title here

- ad
- announcement
- booklet
- brochure
- document cover**
- flyer
- invitation
- logo
- newsletter
- postcard
- poster
- program
- sign/banner
- stationary
- web graphic
- web page
- choose one from above

_____ In-house print / copy job _____ Outside printer / supplier needed

Website Home page rotating image needed? _____

Price quote requested? Yes _____ No _____ Quote Total + tax \$ _____

Size of finished piece: _____

Quantity needed: _____ Number of colors: **Black & White**

Facebook posting desired? Yes _____ No _____

Are all P.O.'s in place for this job? Yes _____ No _____

Additional requirements (explain below):

PLEASE NOTE REQUIREMENTS FOR ALL GRAPHIC DESIGN REQUESTS: All copy (text / content) must be submitted electronically to Director of Community Relations at jsilva@mendocino.edu. We can assist with wording, but only you know the list of facts and message you wish to convey. **ALL TEXT SHOULD BE CORRECT BEFORE SUBMITTAL - GRAPHICS IS NOT RESPONSIBLE FOR EDITING YOUR CONTENT.**

If you have art work, photos, or any other graphics you wish to use, please submit those electronically to Marketing with a resolution suitable for the project. (Please contact Marketing with any questions beforehand at 468-3012).

ep_nf_gaq

Reviewed by: _____

Project Originator _____ Date _____

Graphic design completed: _____

final approval

Graphic Designer _____ Date _____

Originator: _____

Signature _____ Date _____

District Approval: _____

Supervisor, Vice President or President _____ Date _____