



Eastfield College Communications Graphics Request Form

Job Number _____

Name: _____ Phone: _____ Today's Date: _____

Department/Division: _____ Acct. No. _____

Event/Program & Date: _____ Required Date: _____

Approved by: _____ Date: _____

Check yes

Graphics: Submit form 5-6 weeks prior to event date.

Please allow an additional 10 working days if project requires printing off campus.

- | | | | | | | | | |
|------------|--------------------------|-----------------|--------------------------|-------|--------------------------|----------|--------------------------|-----------------------|
| Qty. _____ | <input type="checkbox"/> | 8½" x 11" Flyer | <input type="checkbox"/> | Mount | <input type="checkbox"/> | Laminate | <input type="checkbox"/> | Tri-fold Brochure |
| Qty. _____ | <input type="checkbox"/> | 11" x 17" Flyer | <input type="checkbox"/> | Mount | <input type="checkbox"/> | Laminate | <input type="checkbox"/> | Other Format Brochure |
| Qty. _____ | <input type="checkbox"/> | 18" x 24" Flyer | <input type="checkbox"/> | Mount | <input type="checkbox"/> | Laminate | | |
| Qty. _____ | <input type="checkbox"/> | 24" x 40" Flyer | <input type="checkbox"/> | Mount | <input type="checkbox"/> | Laminate | | |
| Qty. _____ | <input type="checkbox"/> | 42" x 60" Flyer | <input type="checkbox"/> | Mount | <input type="checkbox"/> | Laminate | | |

Other:

Template ID #

Check yes

Indoor Digital Signs: Submit form 2 weeks prior to event date.

Display start date: Display end date:

Email a jpeg (1368 x 768 pixels) of the display to 4graphics. (landscape orientation). File name:

I do not have an electronic file of the display. Please create one for me (Provide text on page 2).

Please indicate which screens you want to display the file on:

- Main Campus Pleasant Grove Campus Both Campuses

Template ID #

Check yes

Photography

Date: Time: Location:

Description of Event:

Please add all copy and any additional information on the next page.

Copy and any additional information:
(Please copy from word-processing program and paste into the field below.)

A large empty rectangular box intended for pasting additional information.

Contact:
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Contact:
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