

GRAPHIC DESIGN AND REVIEW REQUEST FORM

FOR OPI USE ONLY:

Request No. _____

Date Submitted _____

Any ULM publication or graphic to be used for promotional purposes and printed, mailed, or electronically distributed MUST BE REVIEWED by OPI's Directors of Marketing and/or Graphic Design prior to production.

To request reviews and/or graphic design services, complete and submit this form to:

CHRISTI BAILEY
Director of Graphic Design
bailey@ulm.edu • 342-5151 • Lib211

OR

KELSEA MCCRARY
Director of Marketing
mccrary@ulm.edu • 342-6787 • Lib211

PROJECT INFO

Publication Title: _____ Dept: _____ Banner Index #: _____

Description: _____

Contact Name(s): _____ Phone: _____ Email _____

Proofs will be
directed to contact

Phone: _____ Email _____

CHECK ALL THAT APPLY

REQUESTED SERVICE

☐ GRAPHIC DESIGN, including: ☐ printing specs ☐ bulk mail approval (NOTE: content must be submitted before design work can begin)
Requested completion date _____

☐ REVIEW of submitted publication/graphic, including: ☐ bulk mail approval (NOTE: allow approximately 2 working days)

☐ OTHER OPI services requested: ☐ content writing ☐ photography ☐ marketing planning
☐ press coverage ☐ web site submission

PROJECT TYPE

☐ Brochure ☐ Flyer ☐ Magazine ☐ Invitation ☐ Note Pad ☐ Other: _____
☐ Post Card ☐ Booklet ☐ Ad ☐ Note Card ☐ Pocket Folder _____
☐ Poster ☐ Newsletter ☐ Billboard ☐ Form ☐ Program _____

TO BE COMPLETED UPON CONSULTATION WITH GRAPHIC DESIGN:

**PRODUCTION/
DISTRIBUTION
INFO**

☐ Publication will be PRINTED: ☐ digital printing ☐ offset printing QUANTITY to be printed: _____
☐ Publication will be MAILED: ☐ first class ☐ bulk QUANTITY to be mailed: _____
☐ Distributed electronically: ☐ e-mail ☐ web site WEB SITE ADDRESS: _____
☐ Distributed as hand-out: ☐ general ☐ specific event EVENT: _____ Date: _____

**GRAPHIC DESIGN
SPECS**

☐ Publication trim SIZE: ☐ 8.5x11 ☐ 9x12 ☐ 11x17 ☐ 12x18 ☐ 6x9 ☐ 5x7 ☐ Other: _____
☐ with bleeds ☐ without bleeds

If booklet: ☐ self-cover —OR— ☐ covers plus inside pages (# of inside pages _____)

☐ COLOR reproduction: ☐ 4-color process ☐ black only | ☐ spot color: ☐ PMS 505 (maroon) ☐ black
☐ PMS 872 (gold) ☐ Other: _____

☐ STOCK: ☐ TEXT-WT.: ☐ gloss or ☐ matte | ☐ white or ☐ color: _____ Note: _____
☐ COVER-WT.: ☐ gloss or ☐ matte | ☐ white or ☐ color: _____ Note: _____
☐ NCR: ☐ 2-part ☐ 3-part colors: _____ Note: _____
☐ Other _____

☐ FINISHING: ☐ folding: # of folds _____ ☐ scoring: # of scores _____ ☐ perforations: # of perfs _____
☐ saddle-stitched ☐ padding: sheets/pad _____ ☐ numbering: _____ to _____
☐ die-cut Note: _____ ☐ Other: _____

☐ Final FILE FORMAT: ☐ print-ready PDF (hi-res CMYK) ☐ native files ☐ Other: _____

E-mail or up-load files to: _____

FOR GRAPHIC DESIGN USE ONLY:

Date content provided: _____

PROOF 1: _____ Time: _____ Returned: _____

PROOF 2: _____ Time: _____ Returned: _____

Target date for first proof: _____

PROOF 3: _____ Time: _____ Returned: _____

PROOF 4: _____ Time: _____ Returned: _____

Final approval: _____

PROOF 5: _____ Time: _____ Returned: _____

Job Number _____

Requested completion date _____

Date completed _____

Completed by _____

Project time _____