



DESIGN REQUEST FORM

PROJECT INFORMATION

Today's Date _____ Date Project Needed _____

Club/Organization Requesting Service _____

Project Title: _____

Briefly describe the event/program for which you are requesting design services:

CONTACT INFORMATION

Student Name: _____ Phone: _____

Email Address _____

Advisor Name: _____

MATERIALS NEEDED

		Size	Quantity
<input type="checkbox"/>	Flyer/Poster	8 ½ x 11	
		11 x 17	
<input type="checkbox"/>	Handbill		
<input type="checkbox"/>	Invitation		
<input type="checkbox"/>	Banner/Oversized Poster		
<input type="checkbox"/>	Other (please describe)		

<CONTINUED ON OTHER SIDE>

PROJECT DETAILS

The following questions are designed to provide us with more information about your project and will help us provide better service to you. Please give us as much information as you can.

Do you have a theme for your event or program?

What ideas do you have for the layout or the look of the materials?

(for example, colors or artwork) --Attach a sketch if possible.

IMPORTANT STEPS TO ENSURE A SUCCESSFUL PROJECT



You are required to provide us with the exact text you need for the project. Generally we will not start on a project until we receive the text. (Please email the text to Jodie Robinett at jrobinet@highline.edu.)



We encourage you to attach a rough sketch of your design ideas.



For questions or concerns please contact the Design Team Advisor, Jodie Robinett at jrobinet@highline.edu (206) 878-3710 x 3535

STAFF USE ONLY

Designer Assigned:

Project Number:

Date:

Project Due Date:

Comments:

You are required to provide us with the exact text (wording) you need for the project. We will not start on a project until we receive the text in electronic form.