COCC GRAPHIC DESIGN REQUEST

Please note that 3 to 4 weeks notice prior to "in-hand deadline" is appreciated in order to get the project in the queue, allow for design time, changes and printing. We understand that projects sometimes come together in pieces, but please try to submit all graphics and information with this request. Thank you.

GENERAL INFORMATION

NAME OF PROJECT _____

DATE OF REQUEST _____ IN-HAND DEADLINE _____

EVENT DATE(S) _____

EVENT LOCATION(S) _____

EVENT TIME(S) _____

OFFICE REQUESTING PUBLICATION _____

CONTACT PERSON _____ PERSON GIVING FINAL APPROVAL _____

EMAIL ADDRESS _____ PHONE NUMBER _____

THIS IS A: ☐ NEW PUBLICATION ☐ REPRINT ☐ REPRINT WITH MINOR CHANGES ☐ DESIGN UPDATE

PROJECT TYPE AND SIZE (mark all that apply)

☐ POSTER (11" × 17") ☐ POSTER (8.5" × 14") ☐ POSTER (8.5" × 11") ☐ POSTER (other size _____)

☐ FLIER (8.5" × 11") ☐ FLIER (5.5" × 8.5") ☐ FLIER (4" × 6" – size used for table toppers in CCC and around campus)

☐ CARD (11" × 6.125") ☐ CARD (8.5" × 5.5") ☐ CARD (6" × 4") ☐ CARD (5.5" × 4.25")

☐ CAMPUS CENTER BANNER ☐ OTHER _____

PRINT QUANTITY _____

PRINTER

☐ **I want College Relations to handle and outsource the printing.**

   (Please note this will incur additional fees. A print estimate is available upon request.)

☐ **I want to print this at the COCC Copy Center.**

   (Please note that you will be provided a final pdf and you will coordinate all printing and billing directly with the Copy Center.)

AUDIENCE

PRIMARY _____ SECONDARY _____

SHORT PROJECT/EVENT DESCRIPTION FOR DESIGNER (this is not the text that will be on the publication)

OBJECTIVE: WHAT ARE YOU HOPING TO ACCOMPLISH WITH THIS PROJECT?

DESIGN
Is there a color theme/style/visual, etc. you would like the designer to consider? If so, please list here, provide a link, or attach a file.

TEXT/COPY
Please type the exact copy that you would like used on the publication. (If you are writing extensive copy, please send a Word document to accompany your request.)

PHOTOGRAPHS AND ILLUSTRATIONS
☐ I will provide high-resolution images   ☐ I would like College Relations to use existing imagery or obtain stock images
(Images must be 300 dpi at the desired size in the design. For more information, go to cocc.edu/college-relations/image-resolution)

SPONSORSHIP
If there is an additional sponsor(s) for the event whose logo(s) must be included on the piece, please list here. This may be an outside company or an internal COCC program. (If it is a new sponsor, you will need to supply the logo, preferrably in an .ai or .eps vector format. Otherwise an image of the logo must follow the same high resolution guidelines noted above.)

ADA STATEMENT
All COCC publications must include an ADA statement. COCC uses standard language, however, if the event is held **off-campus**, please provide an ADA statement from the outside venue.

CONTACT INFO TO APPEAR ON PUBLICATION

NAME _____   EMAIL _____

PHONE _____   WEB URL _____

ADDITIONAL COMMENTS OR INSTRUCTIONS

CENTRAL OREGON
community college