

GRAPHIC ARTIST REQUEST



Explore.
Experience.
Excel.

Today's Date _____

Due Date _____

Please allow at least 3 weeks for design & print

Contact Information

Name _____

Organization _____

Phone Number _____

Account # _____

Email _____

Index _____

Graphic Information

Title _____

Location _____

Date of Event _____

Time _____

Event Information _____

Design Ideas & Inspiration _____

Type of Print

Write ST for standard quantity

Qty

11 x 17 (Poster) _____

3.25 x 5 (Handout) _____

24 x 36 (Super Poster) _____

Sign up sheet _____

Buttons _____

Other: _____

Type of Graphic

Social Media — Instagram
 Snapchat
 Facebook
 Twitter
 GSSC

Shirt Design — One Color of Ink
 Two Colors of Ink
 One Sided Shirt
 Double Sided Shirt

Signature of Approval

Graphic Artist

Director / Coordinator of Campus Life
