

DESIGN CENTER REQUEST

CLUBS & ORGANIZATIONS

Although we try to keep your design close to the original, the artist has final discretion over the design.
 Please print all information clearly.

GENERAL INFORMATION: Today's Date: _____ Exact Date Needed: _____
NOTE: A minimum of 5 working days is required for this request to be completed.
 Club/Organization Name: _____
 Contact Name: _____ Contact Phone #: _____

DESIGN INFORMATION: Project Title: _____
(Please complete all that apply. Any information listed below will be included in the design of the flyer/poster/banner/table tent.)
 Club(s) or Organization(s) Sponsoring the Event: _____
 Event Name/Title: _____
 Event Location: _____
 Event Date (Day, Month, Date): _____
 Event Time (Start/End): _____
 Do you have a club/org logo that you want included? **YES** _____ **NO** _____
 If **YES**, do we have it on file? **YES** _____ **NO** _____
 Other Design Instructions: _____

FLYER & TABLE TENT REQUEST:
8 1/2" X 11" Flyer Design: _____
 (Please circle) *Black & White OR Color*
8 1/2" X 14" Flyer Design: _____
 (Please circle) *Black & White OR Color*
Table Tent Design: _____
 (Please circle) *Black & White OR Color*

FLYER POSTING APPROVAL: Approval for **Rec. Center** bulletin boards, and **general campus posting** must be done through **SP&L**. It is **required** that you get your **flyers stamped before you get copies made.**

Do you need **copies** made of your flyer/table tent?
YES _____ **NO** _____
 If **YES**, fill out a "**COPY CENTER REQUEST FORM**" and **attach it to this form.**
For TABLE TENTS: 80 Copies are needed if you want them posted in the Rec Center and the Commons (which you are responsible for putting there). Also, make sure to indicate paper choice (ex. card stock) and also request to have them folded!
ATTENTION:
Clubs and Orgs are limited to one table tent displayed at a time!

POSTER REQUEST (20" X 30"):
Posters are suggested for sandwich board use only!
 Poster: _____ Qty.
 You **MUST first** reserve sandwich boards with the **SP&L Front Desk staff.**
 A-Frame sandwich boards can be reserved up to 3 boards for 3 consecutive days.
 Would you like your poster(s) laminated? **YES** _____ **NO** _____
Sandwich board posters do not need lamination.

BANNER REQUEST (24" X 70"):
 Banner: _____ Qty.
 Will this banner be posted in the Commons or Rec. Center?
YES _____ **NO** _____
 If **YES**, you **MUST first** reserve space with the **SP&L Secretary.**
 Banners can only be posted for 1 week prior to the event.
 If **NO**, **DATE to be picked up** _____
 Would you like your banner(s) laminated? **YES** _____ **NO** _____

DESIGN CENTER USE ONLY: Date Completed: _____ Designer Initials: _____
 Notes: _____

When filling out the copy center request you **MUST** indicate one or more of the following in the Distribution Instructions section:
 _____ Pick-Up Copies
 _____ Displayed in the Rec Center (4 Copies Needed)
 _____ Displayed in the Residence Halls (135 Copies Needed)