THE DESIGN CENTER
Roger Williams University
Phone: 401.254.3007
Fax: 401.254.3355
designcenter@rwu.edu

Student Programs & Leadership

DESIGN CENTER REQUEST — UNIVERSITY DEPARTMENTS

Although we try to keep your design close to the original, the artist has final discretion over the design. Please print all information clearly. **All requests must comply with the posting policies as listed in the Roger Williams University Student Handbook.**

GENERAL INFORMATION: Today's Date: _____ Exact Date Needed: _____

NOTE: A minimum of 5 working days is required for this request to be completed.

Department Name: _____ Contact Name: _____

Department GL- Account # _____ Contact Phone #: _____

DESIGN REQUEST FEE NOTICE:
Please note that all Design Center project requests (excluding printing only) will be assessed a $5 design fee.

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.)*

Department Sponsoring the Event: _____

Event Name/Title: _____

Event Location: _____

Event Date (Day, Month, Date): _____

Event Time (Start/End): _____

Do you have a departmental 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 ½" X 11" Flyer Design: (Please circle)	$5.00 Design Fee *Black & White* OR *Color*	_____ (✓)
8 ½" X 14" Flyer Design: (Please circle)	$5.00 Design Fee *Black & White* OR *Color*	_____ (✓)
Table Tent Design: (Please circle)	$5.00 Design Fee *Black & White* OR *Color*	_____ (✓)
Laminating a Flyer:	$1.50 Per Flyer	_____ Qty.

The above named contact person will be called upon completion of your design.

*If you want **flyers posted on the Rec. Center** bulletin boards **– 4 copies are to be delivered to SP&L.***

POSTER REQUEST (24" X 36"):
Poster Design:
$5.00 Design Fee __(✓)
Poster Printing:
$5.00 Per Poster Printed ___Qty.
$7.50 for Glossy Poster ___Qty.

Sandwich boards for poster display are available at the Public Safety Department.

Would you like your poster(s) **laminated**?
YES ____ **NO** ____

Poster Laminating:
$5.00 Per Poster Laminated __Qty.

Thank you for submitting this request in a timely manner!

BANNER REQUEST (24" X 70"):
Banner Design: $5.00 Design Fee___(✓)
Banner Printing:
$7.00 Per Banner Printed ___Qty.
$10.00 for Glossy Banner ___Qty.

Banners can only be posted for 1 week prior to the event.

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.***

Would you like your banner(s) **laminated**?
YES _____ **NO** _____
Only banners used outside should be laminated!

Banner Laminating:
$7.00 Per Banner Laminated ___Qty.

DESIGN CENTER USE ONLY:
Date Completed: _____
Designer Initials: _____
File Name: _____
Computer #: _____
Notes:_____
_____
_____
Petra's Approval: _____
Date Completed: _____

INVOICE INFORMATION:

Design Fee ($5)	$_____
Poster Printing ($5/$7.50)	$_____
Banner Printing ($7/$10)	$_____
Flyer Laminating ($1.50)	$_____
Poster Laminating ($5)	$_____
Banner Laminating ($7)	$_____
TOTAL to be billed:	**$_____**

Invoice Date: _____