

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)
 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 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*

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?
YES _____ **NO** _____
 If **YES**, fill out a "COPY CENTER REQUEST FORM" and attach it to this form.

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** _____

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 (125 Copies Needed)

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

