

## DESIGN CENTER REQUEST

## UNIVERSITY DEPARTMENTS

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 business days is required for the design & printing.  
 A minimum of 3 business days is required for document printing only.**

Contact Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact email: \_\_\_\_\_

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

\*Department GL- Account # \_\_\_\_\_ Department Name: \_\_\_\_\_

**DESIGN INFORMATION:** Project Title: \_\_\_\_\_  
 (Please complete all that apply. Any information listed below will  
 be included in the design of the flyer/poster/banner)

Event Name/Title: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date (Day, Month): \_\_\_\_\_

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 REQUEST:**

**8 ½" X 11" Flyer Design:** \$5.00 Design Fee \_\_\_\_\_  
 (Please circle) **Black & White** OR **Color**

**8 ½" X 14" Flyer Design:** \$5.00 Design Fee \_\_\_\_\_  
 (Please circle) **Black & White** OR **Color**

**Laminating:** \$5.00 per Flyer \_\_\_\_\_ Qty.

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

*Do you need copies made of your flyer? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If yes, fill out a "COPY CENTER REQUEST Form" and attach it.*

### **POSTER REQUEST (20" X 30"):**

**Poster Design:** \$5.00 Design Fee \_\_\_\_\_

**Poster Printing:**

\$10.00 Per Poster Printed \_\_\_\_\_ Qty.

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

Would you like your poster(s) laminated?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Poster Laminating:**

\$10.00 per poster \_\_\_\_\_ Qty.

### **BANNER REQUEST (24" X 70"):**

**Banner Design:** \$5.00 Design Fee \_\_\_\_\_

**Banner Printing:**

\$15.00 Per Banner Printed \_\_\_\_\_ 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 Administrative Assistant.*

Would you like your banner(s) laminated?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Only banners used outside should be laminated!**

**Banner Laminating:**

\$15.00 Per Banner Laminated \_\_\_\_\_ Qty.

### **DESIGN CENTER USE ONLY:**

Date Completed: \_\_\_\_\_

Designer Initials: \_\_\_\_\_

Approval: \_\_\_\_\_

Date Completed: \_\_\_\_\_

### **INVOICE INFORMATION:**

Design Fee (\$5) \$ \_\_\_\_\_

Poster Printing (\$10) \$ \_\_\_\_\_

Banner Printing (\$15) \$ \_\_\_\_\_

Flyer Laminating (\$5) \$ \_\_\_\_\_

Poster Laminating (\$10) \$ \_\_\_\_\_

Banner Laminating (\$15) \$ \_\_\_\_\_

**TOTAL to be billed:** \$ \_\_\_\_\_

**Invoice Date:** \_\_\_\_\_

**Assigned Design Artist:**

Would you like to set up an appointment with the design artist?

Yes \_\_\_\_\_ No \_\_\_\_\_

We'll make contact with you as soon as the design center request has been processed