ICC Student Life
GRAPHIC DESIGN SERVICE FORM

Submit this completed form to the Student Life office.

> **IMPORTANT - PLAN AHEAD.** Graphic Design requests must be submitted **20 business days** prior to the date of pick up or posting. This is a requirement of ICC Student Life, Marketing and the Print Shop. For complex or more detailed requests, 4 weeks notice is required.

Date Submitted: _____ Have you filled out an Event Application? ☐ Yes ☐ No

Name of Event: _____ Date of Event: _____

Contact Name: _____ Club/Organization: _____

Contact Email: _____ Location: _____

Phone Number: _____ Event Time: _____

Club/Org Account #: _____

DESIGN INSTRUCTION:

Do you have an idea/concept of what you would like on the design? ☐ Yes ☐ No

If Yes… please write a description below or sketch a rough drawing of your idea on the back on this paper.
    Please write legibly. Adjustments will be made by graphic designer due to design guidelines.
If No… we will create a design for you!

PLEASE READ AND INITIAL:

- It will be the contact person's responsibility to proof the design by _____ (date).
- Designs not proofed by this date will be printed and charged to the club's account.
- Cost of printing may be deducted from your organization's printing budget for large orders.
    _____ (initial here)

DESIGN SERVICES NEEDED *(Please check all that apply.)*

☐ **Poster (22" x 28")** How many printed? _____ (4 is maximum)

☐ **Flier (8.5" x 11")** How many printed? _____ (20 is maximum)

☐ **Table Tents (5x7" insert)** How many printed? _____ (20 is maximum)

☐ **Social Media image (800x800 pixels)** No printing, a digital jpg will be emailed.

☐ **Other** (*include size measurements*) _____