



STUDENT GOVERNMENT ASSOCIATION



Graphic Design Request Form

Name of Committee or Club:

Your Name:

Your Flagler Email:

What type of Design would you like completed? (Select from Drop Down) Flier

Please describe what you would like created:

Specifications-

Size *Default Paper size is 8.5x11*:

Date needed for Completion/Print: 1/1/2001

Please allow for two weeks Your design may be done sooner, this is just to ensure enough time to complete the design and make any fixes that are required.

Will a Facebook Event need to be created for this event? Yes No

Description: Please include such details like: When the event is, where the event is, what the event is, who is hosting the event, If the event costs anything, if food will be provided, etc. Any information that you think should be on here, put on here- all of it may not be used, but the more we have the better we can design something.

If, for any reason, money is required to complete the design or to have it printed, where will the money come from?

Publicity Committee (This is subject to approval from the Publicity Committee and can be denied)

Your Committee/ Club funding

Other



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If other please Describe:

Is there anything else that is pertinent that Publicity Committee should know before beginning to create this design?

When you have completed filling out this form please save it in the following format:

YOURNAME_Request.docx

Please attach it to an email and send to the following addresses with the subject:

Graphic Design Request

Mminton072@flagler.edu Matt Minton (1st Chair)

ADel@flagler.edu Aileen Del Rio (2nd Chair)

If you have any pictures or logos that you would like on the design please attach them as well.

We will review your request and get back to you ASAP; please note that the Publicity Committee Reserves the right to Deny any request for any reason.

Please print this form for your records.

Thank you!