

State College of Florida, Manatee-Sarasota • Public Affairs & Marketing
Design & Production Request

Please allow 2 weeks for updates to prior works and a minimum 3 weeks for new projects.

To be completed by requester

Date Submitted _____ **Date Finished Materials Required** _____

Name and Type of Project _____ *(booklet, flyer, brochure, poster, display board, etc.)*

ADDITIONAL PROMOTIONAL SUPPORT NEEDED News Release* Marquee Display Other
 * Check box and complete form at: _____

Requested by _____ Dept. _____ Ext. _____ e-mail _____

To be paid for by _____ Fund/Dept. Org./Acct. # _____

***DEPT. HEAD OR ADMINISTRATOR APPROVAL** _____ **PERSON AUTHORIZED TO APPROVE FINAL PROOF** _____
*(*If materials will be distributed outside classroom and/or incur cost.)*

If photograph is used, attach photo release form and check here.
 If copyrighted material is being duplicated, requester must verify they have permission _____ *(requester initials)*

To be completed with Public Affairs & Marketing staff

This project is a New request Update of existing piece Exact reprint - no changes

Text provided as e-mail message or attachment as a Microsoft Word doc. Hard copy Disk Archived document

Number of Pages _____ Page Size _____ Printed one side two sides

Quantity of finished product _____ CRA *(bright white)* only Yes No PDF file required Yes No

Distribution Method First-class mail Bulk mail On-campus only Off-campus Other _____
 Published on Web Where _____ When _____

Production Method Commercial print Central services _____ *black & white copies* _____ *color copies* Other _____

Ink color One *(specify)* _____ Two *(specify)* _____ Four-color process

Paper stock and color _____

Binding Stapled Folded (finished size) _____ Other _____

Special instructions _____

First proof date _____ Final approval date _____

To Printer Date _____ Delivery Date _____

Vendor _____ Cost _____ P.O. # _____

ADS

Media _____ Cost _____ P.O. # _____

Size _____ col. X _____ in. B & W 4-color process

To Media Date _____ Publish Date _____

Artwork CRA Disk FTP
 e-mail to _____

VP Approval?
 yes no