

Student Affairs Design Request Form **DATE IN** _____

Fill out the fields below as completely as possible. Return form to NSU Communications & Marketing Office in the Journalism Building or fax to the number listed below. We will contact you once form is received and reviewed to get your project(s) into production.

If you have any questions, feel free to contact NSU Communications & Marketing Office at the extensions/emails listed below.

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PROJECT TITLE _____

DEPARTMENT/ORGANIZATION _____

CONTACT PERSON(S) _____

EMAIL _____ CONTACT PHONE _____

Posters/Flyers

Size _____

Quantity _____

Color

- B&W
- Full Color
- Other

Paper Stock

- Glossy
- Matte
- Cover weight
- Regular weight

Banner(s)

Size _____

Quantity _____

Color

- B&W
- Full Color
- Other

Paper Stock

- Glossy
- Matte

Napkin Holder

Size _____

Quantity _____

Color

- B&W
- Full Color
- Other

Paper Stock

- Glossy
- Matte
- Cover weight
- Regular weight

Brochures

Size _____

Quantity _____

Color

- B&W
- Full Color
- Other

Paper Stock

- Glossy
- Matte
- Cover weight
- Regular weight

T-Shirt Design Shirt Color _____ # of Inks _____

Other details _____

OTHER describe project not listed above

DEADLINE(S)

Please submit all requests three (3) weeks before the date needed.

Conceptual Deadline _____

Proofing Deadline _____

Finished Product In-Hand _____

Project Concept / Info
 include ideas/concepts and any other pertinent information

Student Affairs Design Contact Info

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