



STUDENT ENGAGEMENT DESIGN REQUEST

We make you
look **AWESOME.**

Please fill out this form (front and back) as completely as possible and return it to the Department of Student Engagement in the basement of the University Center. Upon reviewing this form, a designer will contact you to move the project into production.

PLEASE SUBMIT THIS FORM AT LEAST 2 WEEKS BEFORE THE PROJECT'S DEADLINE

Project title _____

Department / Organization _____ Required Logos _____

Contact Name _____ Email _____ Phone _____

Design Specifications

Poster / Flyer Size <input type="radio"/> 4.25" x 5.5" <input type="radio"/> 8.5" x 11" <input type="radio"/> 11" x 17" Color <input type="radio"/> Black & White <input type="radio"/> Full Color	T-Shirt Qty. _____ _____ Shirt Color _____ # of Design Colors _____	Other (Postcards, logos, ect.) Briefly explain what you need: _____ Color (if applicable) <input type="radio"/> Black & White <input type="radio"/> Full Color <input type="radio"/> _____ Qty. (If applicable) _____
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Design Information

DEADLINES <i>(Required)</i> Please put a reasonable deadline based on the size and complexity of the order. "ASAP" is not a deadline. _____ Concept _____ Proof _____ Finished Product	PRIMARY INFO _____ Intended Audience _____ Brief Event Description _____ Date & Time _____ Location	CONTACT INFO (fill out if needed on design) _____ Contact Name _____ Office _____ Email _____ Phone
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Maleah Wilson
Student Graphic Designer
ext. 2526 | wilson19@nsuok.edu

Taylor Brown
Student Graphic Designer
ext. 2526 | brown21@nsuok.edu

Date Recieved
(Office use only): _____

Style & Color

Style (Choose all that apply)

- Bold
- Modern
- Vintage
- Minimal
- Academic
- Seasonal
- Elegant/formal
- Designer's Choice
- Other _____

Colors (Choose all that apply)

- Cool
- Warm
- Dark
- Light
- Bright
- Contrasting
- Soft
- NSU Colors
- Designer's Choice
- Specific Color(s) _____

Other Essential Information

Please put anything you would like in your design that would help us create what you need.

Project Agreement

I, the undersigned, do hereby acknowledge that I have read and agree to the following:

1. I will provide the designer with any necessary information and/or feedback in a timely manner
2. I recognize that this project may lose its priority if I do not provide the necessary information and/or feedback by the deadlines which I have previously specified on this form.
3. Upon receiving the final production files of this project after its completion, I am responsible for reviewing these files for any spelling, grammatical, and/or typographical errors before ordering prints of these files or distributing them to an audience via electronic means.
4. I understand that the time of the designer(s) is valuable, and I will accomplish these necessary duties in a manner that will allow the designer(s) to efficiently and completely produce my project within the deadlines specified previously on this form.

Signature

Date