

# artist request form

Project: \_\_\_\_\_  
 Today's date: \_\_\_\_\_  
 Organization/department: \_\_\_\_\_  
 Requested by: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date needed by: \_\_\_\_\_

Office use only	
Assigned artist:	
PDF sent on:	
Approved by:	Date:
Completed date:	

**Please note, all tee shirt designs need to be submitted at least one month in advance. All other requests MUST be submitted at least TWO WEEKS in advance.**

**Type of project requested:**

- Rotunda banner (35" x 60")
- Large banner (24" x 36")
- Poster design (11" x 17")
- Flyer design (8.5" x 11")
- Table tent design (4" x 6")
- Logo design
- Tee shirt design
- Brochure design
- Publication design
- Web blast
- Other: \_\_\_\_\_

Project Notes:
Empty space for project notes

**Materials to be provided by organization:**

- Copy: Save on a disk or to a shared drive. Hard copies are also acceptable. Type and proofread before submitting; artist is not responsible for errors in submitted copy. No formatting: no double spacing, no indentions, no columns. Use Times New Roman or Arial font.
- Photos: Digital images should be saved to a disk or shared drive. Printed images will be scanned and returned.
- Artwork: Please submit art that is already created in one of the following formats: PDF, JPEG, Photoshop (.psd), Illustrator (.ai), or Publisher. Make sure the art is appropriately sized for your project request. (Sizes listed above)

\* Project will be sent as a PDF through email to proof. Reply with an OK for printing. Any changes may be sent through email; major changes will require a meeting to be set up.  
 \* Organizations are allowed three posters per event: one 35 x 60 and two 24 x 36  
 \*All table tents in the MSC must be 4" x 6" and must be approved by the Office of Student Life 366 MSC **before** being placed on tables, including the MSC Nosh area.