

# Student Affairs

## Graphic Design Request Form

**Project Description:** Name of Attraction/Event

Click or tap here to enter text.

**Due Date:**

Click or tap to enter a date.

**Orientation:**

- Portrait (vertical)
- Landscape (horizontal)

**ALL Text:** (dates, prices, location, time, etc.)

- Click or tap here to enter text.

**Size Requirements:**

Postcard (quarter page)

Half page

8.5 x 11

8.5 x 14

11 x 17

Other: Click or tap here to enter text.

**Color:**

- B/W
- 3 Color
- 1 Color
- Full Color
- 2 Color

**Background Color:**

- White
- Black
- Negative (Clear)
- Other: Click or tap here to enter text.

**Logo Requirements:**



Other: Click or tap here to enter text.

**Media Use:**

- Print
- Electronic/Email
- Casado TV: Start Date: Click or tap to enter a date.  
End Date: Click or tap to enter a date.