

PROJECT REQUEST FORM

designers@schoolcraft.edu | 734-462-5314

Name _____ **Department** _____

Phone _____ **Email** _____
Please monitor your college email for questions, project proofs, or other information from the DDC.

Project Title _____

Audience (students, staff, public, etc.) _____

First Review Deadline _____ **Final Review Deadline** _____ **Project Due Date** _____
Allow at least 5 business days

Who will give final approval? _____

New Project
 Update/Revision. Please attach marked-up PDF.

Is copy/content writing required?
 Yes No

NEW PIECE: What type of deliverable are you requesting?

- Postcard Poster/Banner Flyer
 Publication (booklet, brochure, catalog, etc.) Signage
 Other. Please specify.

For Website Standards –
Check if this will need to meet web accessibility standards.

Look, feel, and tone you want to convey.

For example, “I’d like to reemphasize my department’s strengths and encourage more students to enroll in the program. The piece should be sophisticated with clean, crisp images. The tone is Gen Z-related to make the program look and feel ‘cool’ and make them want more info.”

How will the finished product be distributed?

If print materials are required, please complete fields below.

Quantity

Finished Size

- 8½ × 11 inches 8½ × 14 inches 11 × 17 inches Other

- To be copied by** Duplication Design Center (DDC) **To be printed by** outside print provider **Unsure**

DDC USE ONLY

- Laurin Frost
 Ellen Hochberg
 Ione Skaggs

PLEASE HELP US HELP YOU.

Efficient workflow is imperative. Please submit content that is **agreed upon** and **proofread** by all stakeholders. *The DDC reserves the right to limit revision cycles.*

Once the DDC supplies a PDF proof, please indicate revisions using the “Comment” tool available in Adobe Acrobat and Adobe Reader.