

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

Allow at least 5 business days

Final Review Deadline

Project Due Date

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.