



PRINT MATERIAL REQUEST

Complete the following request to have print materials created for external audiences only. These may include flyers, brochures, pull-up banners, signage, print ads and more.

All designs require a **minimum 2 to 4 business** days from request to design, proof and final approval.

Please note that University Relations can only create flyers for events that will be open to the community and/or are promoted off-campus. Time and resources do not allow us to create materials for every event hosted by student organizations or those open only to the GSW community. Projects in this category will be accepted on a case-by-case basis.

Send your completed form and any examples or content notes to univrel@gsw.edu.

FOR UNIVERSITY RELATIONS USE ONLY

Date Received	Date Completed
Revisions/Drafts	Time Spent

Contact Information

Name:

Email:

Department:

Project Information

Project name:

Type of materials needed:

- Brochure *(folding piece like a tri-fold brochure)*
- Flyer *(single sheet, usually hung up or handed out)*
- Print ad *(magazines, newspapers, etc.)*
- Pull-up banner

- Yard sign
- Program
- Other

Project deadline:

Job specifications: *Include dimensions, folds, paper type, etc.*



GEORGIA SOUTHWESTERN
DEPARTMENT OF
UNIVERSITY RELATIONS

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Project Information (cont.)

Target audience:

Project completion: *Would you like this project to be designed in-house or contracted out? Please note University Relations may not be able to take on all requested design projects.*

Content:

Photos and graphics: *Are there any specific photos or graphics that should be used? Please provide a description and/or attached any photos/graphics in your email to University Relations.*

Printing:

Please note that professional printing services will be up to the project requester to coordinate.

Notes or additional instructions:

University Relations reserves the right to deny any requests within reason. Submissions are subject to editing for length, style, grammar, punctuation and design.