



GRAPHIC DESIGN REQUEST FORM

Please allow 24 hours for confirmation on receipt of the graphic design request.

Complete this form, save it and e-mail it with any attachments to technology@bbictampa.com

Name _____ Phone _____

Ministry _____ E-mail _____

Project Title _____

NEW PROJECT (If this is a major project or marketing campaign, it will require a meeting with the Graphics Ministry)

REVISION of Previous Project Approximate date and name _____

Submission Date _____ Desired Delivery Date _____

**All ministries must submit a graphic request form for any desired graphics
All graphic requests must be submitted 60 days before desired date of return**

Please submit all final text as a Microsoft Word document. All other electronic content (photos, illustrations, spreadsheets, or other graphics) should be e-mailed along with the graphic design request form. If content needs to be physically supplied, please place it in the graphics mailbox.

Please check box if applicable.

PROJECT TYPE

(Check only one. A separate form is required for individual projects.)

- Brochure
- Catalog
- Flyer
- Newsletter
- Postcard
- Invitation
- Poster
- Banner
- Display Sign
- Self-Mailer
- Integrated Marketing Communications Campaign
- Other (Specify)

SIZE

(Check all that apply)

- 8.5 x 11
- 8.5 x 14
- 11 x 17
- 22 x 34
- Other (Specify)

COLOR INFORMATION

(Check all that apply)

- B&W
- Color

QUANTITY

(Specify below)

POSTAGE & MAILING

- First-Class Postage
 - Non-Profit Permit
- Account Number:** _____

PRINTING/FINISHING

(Check all that apply)

- Copy Center (B&W only)
- Account Number:** _____

- Outside Printer/ In-house Color

- Electronic (PDF)

WEB ELEMENTS

- Please post to Web site

SOCIAL MEDIA

- Please post on social media sites

Description of project

PUBLIC RELATIONS

- This is something that is potentially newsworthy.

A PDF file of the finished design will be sent by e-mail for proofing of copy, design and content. Changes can be made directly to the PDF or on a hard copy and returned to the graphics department mailbox.

TO BE COMPLETED BY GRAPHICS MINISTRY

Project Number	Date In	Out By
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