

PUBLICATIONS REQUEST FORM
HWS Office of Communications - Design

Requestor Name: _____ **Phone:** _____

PUBLICATION: *(describe)* _____

Purpose: _____

Audience: _____

SPECIFICATION:

(circle)

Reprint as is

Revised

New

TIMETABLE:

Date submitted to design: _____

Format: _____

(i.e. brochure/poster, etc.)

Copy Given To: P. Kowalik
(minor changes - mark up existing copy and attach)
(major changes / new job - provide text-copy on disk or e-mail)

Design specs: _____

(i.e. any particular color, size, etc)

Quantity: _____

Photocopy

Commercial Printer

Delivery Due Date: _____

Delivery Location: _____

Mail Class: 1st 3rd

(circle)

With / Without Indicia

Self Mailer / Envelope

CONSIDERATIONS:

Size: _____

Photos / Illustrations: (please attach): _____

One color / Two color / Multiple Color: _____

Folded / Flat: _____

Paper (color, type): _____

Other: _____

SPECIAL INSTRUCTIONS: (packaging - shrink wrap, boxed, etc.)

SEE ATTACHED DEADLINE INFORMATION.

Please attach samples, text, edits, and further instructions. —Thank you.

PUBLICATIONS DEADLINES

POSTERS

2 weeks advance notice from the date poster is to be posted

SUPPORTING MATERIALS

(i.e programs, invitations, brochures) ***printed at a commercial printer***

3 weeks advance notice from the date you need it in your hands

(i.e programs, invitations, brochures) ***photocopied on campus***

2 weeks advance notice from the date you need it in hand

OTHER

(i.e booklets, magazines, more extensive brochures) ***requiring printing at an outside commercial printer***

4 weeks advance notice from the date you need it in your hands

Advance notice = complete information (text provided via e-mail in MS Word format, photos, art)

Photos= prefer actual photo or slide. If providing a scanned image for print - must be 300 dpi at actual size being used

Outside printers= generally require 10 days for completion of job. Outside printing recommended for quantities of 250, 500 or more.

These are minimum lead times. The more lead time, the more attention can be given to the project. Sometimes institutional priorities will affect scheduling of projects, as scheduling is not always in order of deadline or request date.

MAKING REQUESTS

- Requests can be made online <http://www.hws.edu/news/communications/design.asp>
- By downloading this form found at http://campus.hws.edu/adm/forms/publication_request_form.pdf and sending or faxing to, Peg Kowalik, Fax ext. 3400.
- By phone, Peg Kowalik. Ext. 3695.

Again, thank you for your consideration and cooperation.