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# PROJECT PLANNING REQUEST FORM

Project Title: \_\_\_\_\_

Contact: \_\_\_\_\_ Department: \_\_\_\_\_

Submission Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **TARGET IN-HAND DATE** (ASAP is not a date!): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PROJECT DESCRIPTION

### PROJECT TYPE:

- New project (please provide copy/text on disk or via email - preferably in Microsoft Word)
- Reprint **with** changes (please provide an edited copy of previously printed sample)
- Reprint without changes

**QUANTITY:** \_\_\_\_\_ **PRINT:**  Single Sided  Double Sided **COLORS** (1C, 2C, Full): \_\_\_\_\_

*NOTE: Due to in-house printing limits, project quantities over 300 must be sent to a professional printer. Double sided print quantities count as double for in-house printing.*

**PAPER STOCK** (if known): \_\_\_\_\_  Uncoated  Glossy **SIZE:** \_\_\_\_\_

*NOTE: We do not stock colored paper for in-house printing, please be prepared to supply special paper if desired. Due to size limits, projects larger than 8.5in x 14in must be printed professionally.*

### TYPE OF PIECE (please check one):

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Flier          | <input type="checkbox"/> Program           | <input type="checkbox"/> Brochure        | <input type="checkbox"/> Multi-Page Document/Booklet |
| <input type="checkbox"/> Form           | <input type="checkbox"/> Certificate/Award | <input type="checkbox"/> Card/Invitation | <input type="checkbox"/> Envelopes (Size: _____ )    |
| <input type="checkbox"/> Newsletter     | <input type="checkbox"/> Signage           | <input type="checkbox"/> Poster          | <input type="checkbox"/> Event Display               |
| <input type="checkbox"/> T-shirt Design | <input type="checkbox"/> Other: _____      |  |  |

### PROJECTED TIMELINE (please keep these time frames in mind when submitting project requests and target in-hand dates)

*NOTE: Projected timelines may vary and are only approximations, outside factors including revisions to submitted materials, special requests, and other projects submitted before yours may increase the time to completion. We will do our best to meet your deadlines. Projected timelines are based on new project status.*

**Flier** (design: 1 wk, production: 1-2 wks), **Program** (design: 1 wk, production: 1-2 wks), **Brochure** (design: 1-2 wks, production: 1-2 wks),  
**Multi-Page Document/Booklet** (design: 2 wks, production: 1-2 wks), **Form** (design: 1 wk, production: 1 wk),  
**Certificate/Award** (design: 1 wk, production: 1 wk), **Card/Invitation** (design: 1-2 wks, production: 1-2 wks),  
**Envelopes** (design: 1 wk, production: 1-2 wks), **Newsletter** (design: 1-2 wks, production: 1-2 wks), **Signage** (design: 1 wk, production: 1 wks),  
**Poster** (design: 2 wks, production: 2-3 wks), **Event Display** (design: 2 wk, production: 3 wks), **T-shirt Design** (design: 1 wk, production: 1-2 wks)

**SPECIAL INSTRUCTIONS** (or other information relative to the project): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_