



GRAPHIC DESIGN REQUEST FORM

PLEASE ALLOW 24 HOURS FOR CONFIRMATION ON RECEIPT OF GRAPHIC DESIGN REQUEST.

COMPLETE THIS FORM, SAVE IT, & E-MAIL IT WITH ANY ATTACHMENTS TO GDCREQ@OPRFHS.ORG

NAME: _____ EMAIL: _____

PROJECT TITLE: _____

DATE OF SUBMISSION: _____ DATE NEEDED: _____

P R O J E C T T Y P E

PLEASE CHECK BOX (ONE FORM PER PROJECT)

- Flyer - 8x10
- Poster - 11 x 17
- Program - 8 x 10 or 4.25 x 5.5
- OPRFHS Web - 4 x 6
- Instagram - 4 x 4
- T-Shirt Front Back How many colors? _____
- Other (Specify) _____

PLEASE SUBMIT ALL TEXT THAT YOU WANT VISIBLE

TITLE: _____

TIMES: _____

DATES: _____

PRICES: _____

OTHER: _____

DESCRIPTION / IDEAS / SKETCH OF PROJECT

HOW TO SUBMIT PROJECT REQUEST

EMAIL GDCREQ@OPRFHS.ORG ■ CHANGES CAN BE MADE DIRECTLY TO THE PDF FILE. PLEASE INCLUDE ALL REFERENCE PHOTOS, & ILLUSTRATIONS.

HARD COPY ■ PLEASE DROP IT OFF IN GRAPHIC DESIGN MAILBOX OUTSIDE RM. 327

TALK ■ COME TO GRAPHIC DESIGN CLUB TO TALK WITH CLUB MEMBERS IN PERSON WEDNESDAY 3:30 - 4:30 IN ROOM 327.

PLEASE ALLOW AT LEAST 14 DAYS FOR ANY NEW PROJECT OR REVISION REQUESTS & LONGER FOR MAJOR / MULTIPLE PROJECTS.

A PDF FILE OF THE FINISHED DESIGN WILL BE SENT BACK TO YOU VIA E-MAIL FOR PROOFING OF COPY, DESIGN, & CONTENT.

TALENTED STUDENT GRAPHIC DESIGNERS TAKE TIME OUT OF THEIR SCHEDULE TO MAKE SURE THIS WORK IS DONE WELL. DONATIONS TO THE CLUB ARE APPRECIATED.

OPRFHS.REVTRAK.NET/ACTIVITIES/ACTIVITIES-GRAPHIC-DESIGN-CLUB



TO BE COMPLETED BY GRAPHIC DESIGN CLUB:

Advisor Initials: _____ Designer _____

Date Received : _____ Deadline: _____