

## NOVAGraphics: Request for Graphic Design Artwork

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To request graphic design services, fill out this form and submit to NOVAGraphics by e-mail ([NOVAGraphics@nvcc.edu](mailto:NOVAGraphics@nvcc.edu)). A project number will be issued via e-mail to confirm receipt and entry into our work calendar. Production times will vary depending on the project. A minimum turnaround schedule of eight working days is required.

Date: \_\_\_\_\_

### NOVA Information

Name of contact person\* at NOVA: \_\_\_\_\_

Campus: \_\_\_\_\_ Office title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Purpose of request: \_\_\_\_\_

\* Proofs will be e-mailed to this person.

NOVAGraphics does not charge for graphic design services; however, printing costs, mail preparation services, and postage are additional, if applicable. Please confirm your project is within budget prior to submitting work requests.

### New Graphic Design Project

Please provide your text as a word document free from formatting. Do not set up in columns or brochure panels. We will do that for you. Make sure all content is accurate and websites are valid. Review carefully for spelling, grammar, and clarity before submitting. You will see a proof of your publication prior to production.

Identify project from the following options:

**Flyers and Posters**

Document size (circle one):      8.5 × 11      11 × 17      18 × 24

Content should be brief and to the point so your audience can read quickly. Make sure your message is clear and not buried in competing calls to action.

**Post Cards**

Document size (circle one):      4.25 × 6      6 × 10      Does the card mail? \_\_\_\_\_

The front of a post card generally includes an image, the NOVA logo, and a call to action and/or a specific date. The second side should include detailed information.

**Brochures**

Document size will be determined by the amount of text submitted.

Brochure text should be submitted with a title and content divided into sections with headers. Include contact information and a website for the back panel.

**Programs**

Document size will be determined by the amount of text submitted.

Program content is usually compiled from a variety of sources. It is important that the text is carefully proofed and edited for consistency prior to submission. It is requested that one person serves as the primary contact with NOVAGraphics and reports back to their event committee as necessary.

To help us better meet your needs, please provide the following information:

**Audience**

Who is your primary audience? What tone do you want to convey with this piece? \_\_\_\_\_  
\_\_\_\_\_

**Purpose**

What is the purpose of this design piece? How will it be used/distributed? \_\_\_\_\_  
\_\_\_\_\_

**Message**

Identify the critical points you want to communicate with this piece. What is your primary message? What is your secondary message?  
\_\_\_\_\_  
\_\_\_\_\_

**Visual**

Briefly describe the kind of photos you think best represent your message. Provide supporting materials if available and samples of materials you like. \_\_\_\_\_  
\_\_\_\_\_

**Approval**

Who has the final approval on this project? \_\_\_\_\_

**Graphic Design Updates**

*If your publication has already been designed and needs content and/or date updates, please fill out the following section.*

Project name: \_\_\_\_\_ Current project number: \_\_\_\_\_

Print out a copy of the current project and indicate in red your changes. Scan the project with updates and send to [NOVAGraphics@nvcc.edu](mailto:NOVAGraphics@nvcc.edu) with this form.

If changes are significant, please describe changes here and we will schedule an appointment to discuss in more detail.

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**For NOVAGraphics Use Only:**

Publication family: \_\_\_\_\_ Printer: \_\_\_\_\_

Upload information: \_\_\_\_\_

Hostname: \_\_\_\_\_ Username: \_\_\_\_\_ Password: \_\_\_\_\_

Color: \_\_\_\_\_ Bleeds/Crop Marks: \_\_\_\_\_ Paper:  Coated  Uncoated

Other Specifications: \_\_\_\_\_  
\_\_\_\_\_

Designer: \_\_\_\_\_ Project number: \_\_\_\_\_