



UCSA GRAPHICS REQUEST FORM

Office located in the Commons, room 245 (Student Activities)
For information, contact, Oliver F. McKinney Ph# 474-2582 or omckinne@uwf.edu

Today's Date:

1st Review Date:

Delivery Date:

Committee or Dept.:

Acct. #

Project Title:

Contact Name:

Ph#:

E-mail:

HERE ARE SOME GUIDELINES FOR THE GRAPHICS:

What will the graphic be used for?

Will this be a printed piece?

Poster (11x17 inches) Number of copies needed

Flyer (8.5x11 inches) Number of copies needed

Speical Size: Number of copies needed

Black & White or Color

Will this be for On-Line?

Will this be for merchandise?

*Buttons (see below)

Please specify type and size of merchandise:



Ideas can be submitted on line via e-mail or brought to the office. Any drawings, photos or ideas will be helpful and speed the process along.

*Button art, provided by you or created by UCSA is placed on a template and e-mailed to you to print. You are responsible for creating the actual button. Cutting and producing button machines are located in the Student Activities Office. A fee of 50 cents per button will be charged to cover materials and shipping. Call 474-2406 before starting the process to ensure enough materials are available. Someone will help you with the button making process if you have no prior experience.