

Marketing Design Project Request

UPDATE AN EXISTING PROJECT Send an email to beckys@uky.edu about the update and the archived job will be retrieved.

NEW PROJECT (check all that apply). Click the Submit button. An email is sent back as confirmation with any questions about the project.

brochure invitation mailer poster flyers display banners signs

If the brochure, invite or a display needs collateral materials, please specify:

(envelope(s)) RSVP card/w or w/o envelope tear off donate card general brochure

social media event images pdfs for web pop up banner

Copy/text for the project (in Word doc or email provided by you)

Forward the Word doc/email to beckys@uky.edu and it will be reviewed by our writer. InDesign files are discouraged. If received, we create a new file and need the packaged folder.

Common elements for a project include:

Official UK/College logo	Social Media icons/links
Title of text	URL of web site
Quotes	Sponsorship logos?
Photo captions	EEO statement
Contact information	Possibly a mailing panel for non-profit
Name, title	RSVP information
Address, phone, email	

Photos/Graphics for the project:

Photos need to be 4 mb equivalent to 4x5", 300 dpi.

Graphics (sponsorship logos, special titles in display fonts) need to be eps files.

Will send photos Need help finding the right photos

PRODUCTION

Graphic Design will begin after the copy is approved and ready to format.

Logo requirements and standard graphic elements are checked on materials. The design is ready within 1-5 days and a PDF of the project is emailed to you.

The proof needs to be seen by all members responsible for it. It's common for a few proofs to go back and forth before it's approved and ready for print.

You will receive a PDF ready to print and you fill out a clearance sheet to use our Ag Comm Print Shop. Fill in your name, account number, quantity and paper choice.

Brochures, 4 or 8 pg. booklets, and mailers print on 80# cover weight coated white stock. Posters print on 100# cover weight coated white stock.

For more information on printing, contact George.Chasse@uky.edu.

Name of person submitting form:

Submit form

Print form