ICC Student Life
GRAPHIC DESIGN SERVICE FORM

Submit this completed form to the Student Life office.

IMPORTANT - PLAN AHEAD. Graphic Design requests must be submitted 20 business days prior to the date of pick up or posting. This is a requirement of ICC Student Life, Marketing and the Print Shop. For complex or more detailed requests, 4 weeks notice is required.

Date Submitted: __________________            Have you filled out an Event Application? ☐ Yes ☐ No
Name of Event: ______________________________________ Date of Event: ________________________________
Contact Name:  ______________________________________ Club/Organization: ____________________________
Contact Email:  ______________________________________ Location: ____________________________________
Phone Number:  _____________________________________ Event Time: __________________________________
Club/Org Account #: __________________________________

DESIGN INSTRUCTION:

Do you have an idea/concept of what you would like on the design? ☐ Yes ☐ No
If Yes… please write a description below or sketch a rough drawing of your idea on the back on this paper. Please write legibly. Adjustments will be made by graphic designer due to design guidelines.
If No… we will create a design for you!

PLEASE READ AND INITIAL:

● It will be the contact person’s responsibility to proof the design by ______________ (date).
● Designs not proofed by this date will be printed and charged to the club’s account.
● Cost of printing may be deducted from your organization’s printing budget for large orders.

_________ (initial here)

DESIGN SERVICES NEEDED (Please check all that apply.)

☐ Poster (22” x 28”) How many printed? _____ (4 is maximum)
☐ Flier (8.5” x 11”) How many printed? _____ (20 is maximum)
☐ Table Tents (5x7” insert) How many printed? _____ (20 is maximum)
☐ Social Media image (800x800 pixels) No printing, a digital jpg will be emailed.
☐ Other (include size measurements) ________________________________