



CREATIVE SERVICES REQUEST FORM

Name:		Telephone:	
Department / Unit/ Office:		Email:	
Project Name:		Deadline:	
PROJECT DETAILS: CHECK ALL THAT APPLY			
<input type="checkbox"/> New design	<input type="checkbox"/> Poster	<input type="checkbox"/> Invitation / Holiday Card	
<input type="checkbox"/> Redesign of an existing piece	<input type="checkbox"/> Large Format Printing	<input type="checkbox"/> Newsletter	
<input type="checkbox"/> Content revision of existing piece	<input type="checkbox"/> Advertising – Print / Web	<input type="checkbox"/> Banner	
<input type="checkbox"/> Exact reprint of an existing piece	<input type="checkbox"/> Photography	<input type="checkbox"/> Digital Sign	
<input type="checkbox"/> Brochure / Flyer	<input type="checkbox"/> Postcard	<input type="checkbox"/> Other:	
IF PHOTOGRAPHY WILL BE USED, IS THERE EXISTING PHOTOGRAPHY AVAILABLE?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I don't know	
AUDIENCE: CHECK ALL THAT APPLY			
<input type="checkbox"/> Prospective Students	<input type="checkbox"/> Faculty	<input type="checkbox"/> Donors	
<input type="checkbox"/> Current Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Alumni	
<input type="checkbox"/> General Public	<input type="checkbox"/> Other		
PROJECT / EVENT OVERVIEW:			
APPROVED TEXT:			
The design phase of a project begins after final text has been routed internally (as appropriate for the project in question) and approved. During the design process, it's not unusual to make minor content changes, but the text <u>must be approved in advance</u> . Text is best submitted in an MS Word file. Do not use bold, italics, images or any other formatting as it is lost when the file is imported into the layout. Use only single spacing and add a hard return between paragraphs.			
<input type="checkbox"/> Final approved text is attached	<input type="checkbox"/> Final text is forthcoming, date:		
Text has been / will be approved by:			
IF THE PROJECT IS TO BE PRINTED, PLEASE PROVIDE:			
Quantity:			
Other specifications: <i>i.e., full colour, black and white, paper stock, etc</i>			
Budget for printing costs:			
Delivery address:			

*Email completed form to Diana Tyszko at diana.tyszko@utoronto.ca.
Contact Diana Tyszko with questions / to schedule an individual consultation.*