

Please use this Work Order Form to submit requests to the College of Arts Media Design Production. Please allow a ***minimum*** of 2 weeks prior to your requested deadline.

## ----- GENERAL INFORMATION -----

Name:

Department:

E-mail

Phone extension:

Date of order

Specific calendar date final piece is needed:

Name of Supervisor who has approved moving forward with project:

## ----- PROJECT INFORMATION -----

Please answer all applicable questions below to the best of your ability:

**Which best describes this project? (Check all that apply.)**

New design

Brochure/flyer

Advertising - Print

Re-design of a pre-existing piece (Please provide a sample of the original piece.)

Design - Print

Advertising - Web

Design - Web

Photography

Content revision to a pre-existing piece (Please provide a sample of the original piece.)

Design - Video

Newsletter

Video Production

Banner Display

Web editing

Digital Sign

Poster

Other

Exact reprint of a pre-existing piece (Please provide a sample of the original piece.)

Large Format Printing

Note: If a "new design" is requested, please be prepared to provide samples of existing collateral to illustrate your ideas

**Which service(s) is needed?**

Consultation

Editing

Graphic Design

Photography

Illustration

Printing

**If "Graphic Design," which of the following will you provide?**

Text (subject to editing )

Photography

Other

**Purpose of piece:**

**Audience for piece:**

**If photography will be used, is there existing photography available?**

Yes

No

I don't know

**If electronic art is needed, which format?**

PDF

JPG

TIFF

EPS

Other

**Please specify the names of individuals(and email) who are required to review/proof prepared materials:**

**SAVE FORM AND EMAIL TO *pforrest@uoguelph.ca***