

**Columbus (GA) Alumnae Chapter of Delta Sigma Theta Sorority Inc.
Technology & Information Committee**

GRAPHIC DESIGN REQUEST FORM

CONTACT INFORMATION	
Date of Request:	Date Flyer is needed:
Name:	E-mail:
Committee:	Telephone:
GUIDELINES FOR SUBMISSION	
<p>Please complete the Graphic Design Request form entirely and submit the form via email to columbusalumnaechapter@gmail.com. If you require existing graphic elements to be used for your project (logos, photos, images etc.) please attach them in the email. Please print legibly or type the text to be included on the designed piece. Also, generally describe how you want the overall project to look. Please attach additional documents if needed. All requests will be promptly reviewed and may be returned if additional information is needed. The TIC Committee is charged with maintaining CAC's brand and graphic design integrity. CAC's Chapter President reserves final approval on the design of all material created in support of the chapter's events and programs</p> <p>A minimum of 2 months' notice will be required for the creation and delivery of the first proof of your project.</p>	
FLYER DESIGN REQUEST: Please provide a description of your request:	
Date of the event:	Time of the event:
Location of the event:	
Will the flyer be distributed in print or web? <input type="checkbox"/> Print Only <input type="checkbox"/> Web Only <input type="checkbox"/> Both (Print & Web)	Who is the target audience? <input type="checkbox"/> Sorors Only <input type="checkbox"/> General Public
Please choose a flyer size: <input type="checkbox"/> Postcard (one-sided) <input type="checkbox"/> Postcard (two-sided) <input type="checkbox"/> Invitation (printed) <input type="checkbox"/> Invitation (electronic) <input type="checkbox"/> Full page (portrait) <input type="checkbox"/> Full page (landscape) <input type="checkbox"/> OTHER: _____	
Please complete this entire form and email it to columbusalumnaechapter@gmail.com	