

University Publications Project Worksheet

This form will help you think about the goals of your project and help us with its planning. Please use it as a worksheet before meeting with the Publications design staff. The form may be mailed to Campus Box 51 or brought to our office with samples and copy attached, or it may be faxed to us at 351-1837. Questions? Call Brenda Schuch at University Publications at 351-2331, or e-mail Brenda.Schuch@unco.edu.

IMPORTANT: 1) Anticipated time from when completed project worksheet is received to when project is delivered = 4 WEEKS;
2) Have a method of payment in place – send a TIO or IMO to Brenda Schuch at University Publications, Campus Box 51;
3) A project will only be considered initiated when complete, approved text has been provided.

TODAY'S DATE _____ REQUEST A MEETING WITH DESIGN TEAM ON THIS DATE _____

Your name _____ Department _____

Phone _____ E-mail _____

The following is a request for: New job Update/Revision/Reorder Consultation only

General information

Project name _____

Target audience _____

The message(s) for the audience _____

What you want your audience to do (call to action) _____

Possible pieces: Brochure Poster Flier Postcard Invitation Other: _____

Does this replace existing piece(s)? No Yes (description or sample attached) _____

Specifications

Size _____ Quantity _____ Color _____

Distribution

Hand delivered Mailed: To fit in an envelope Self-mailer (include postal info, return address): _____

Project schedule/budget

Date you need finished product _____ Other critical dates _____

Delivery location _____

Project Budget Estimate required No estimate required Anticipated budget \$ _____

Written text/copy

Copy has been written and approved by a supervisor Approved copy will be provided on this date: _____

Microsoft Word file on disk attached Microsoft Word file to be e-mailed by (date) _____

Photos/Art (acceptable formats are .TIF, .JPEG, .EPS – Word documents and Publisher files will not be accepted.)

Attached Will be provided by (name) _____ (phone/e-mail) _____

and sent/delivered to University Publications by (date) _____

Request a photo shoot

Use the back of this sheet to draw pictures or to list additional information.