

USF COPH

Graphic Design Request Form

Job Number: _____

Date Requested: _____

University Communications and Marketing is charged with maintaining USF's brand and graphic design integrity. At the COPH, we support (UCM) and USF Health efforts with brand integrity and design. Designated COPH staff are responsible for oversight of the materials that all departments use for public events and external marketing. Limited graphic design is provided for such services via the Office of Educational Technology and Assessment. The COPH director of communications and the USFH brand manager have final design approval of materials created in support of COPH events and programs.

Commonly used templates, graphics, official logos and COPH brand guidelines can be found at health.usf.edu/publichealth/brand. Note that new requests for a logo are approved at the presidential level.

Time requirement: **A minimum of two weeks'** notice is required for the creation and delivery of the first proof of your project. Depending on the complexity of the project, you must factor in additional time for revisions, final project proof, and printing and delivery times. While we will do our best to meet deadlines, but our ability to do so is contingent on other pressing college projects.

Please note: USF College of Public Health cannot produce materials for non-USF events that are not directly related to USF COPH. Requests for materials related to an individual's personal organization or club association will be returned to the requester.

Please complete this form and email it to cophgraphics@health.usf.edu
We will confirm copy of the request via email within 1 to 2 business days.

Requester Contact Information

Desired Date of Delivery:

Telephone:

Name:

E-mail:

Department or Center Name:

Graphic Design Description

Project Name:

New **Existing** (attach previous sample & approximate date this project was previously completed.)

Brief Project Description:

Include purpose, description and use, intended audience, desired graphics you wish to see in your project, etc. These details will tailor the project to your needs and further clarification will be requested, if needed.

Distribution Method:

Print

Electronic/Web

Both

Format Type:

jpeg

pdf

gif

eps

png

Method of Printing:

In-house*

Professional Printer

*COPH posters can be printed in-house at no-cost (check for details)

Type of Project Requested: Indicate below the requested size and/or dimensions of your project

Poster

Vertical (Size)
Horizontal (Size)

Graphic *

Colors
Web (Size)

Power Point Template

Vertical (Size)
Horizontal (Size)

Magazine/Newspaper/Journal Ad

Print (Size)
Electronic (Size)

Brochure (bi or tri fold)

Vertical (Size)
Horizontal (Size)

Flyer: (All course flyer templates are located on the USF CPH website)

Course Flyer
Event Flyer

Postcard

Print (Size)
Web (Size)
Vertical (Size)
Horizontal (Size)

Invitation/Greeting Card

Print (Size)
Web (Size)
Envelope (Size)

Marketing Banners

Vertical (Size)
Horizontal (Size)

Other:

*Note that new requests for a logo are approved at the presidential level.

Copy Ready Content

Provide the exact content you wish to include on your project. Be concise and direct the reader to a web address for more information. Attach a separate Word document with this information, if you prefer.

For Office Use Only

File Path:

Date Project Completed:

Attach signed final copy to this form before filing