

Office of Student Life  
Tivoli Student Union 309  
Campus Box 205  
P.O. Box 173363  
Denver, CO 80217  
Phone: 303.556.2597  
Fax: 303.556.3632



## OFFICE OF STUDENT LIFE GRAPHIC DESIGN REQUEST FORM

Department/Group/Person Requesting: \_\_\_\_\_

Phone number (we will need to follow up with a conversation): \_\_\_\_\_

Design Title: \_\_\_\_\_

Supervisor/Student Organization Advisor Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Deadline/Date of Event: \_\_\_\_\_

Type (Facebook Photo, Flyer, Newspaper Ad, Email, etc):  
\_\_\_\_\_

Check one:

Poster  Digital Sign  Email  Graphic  Height: \_\_\_\_\_

Width: \_\_\_\_\_

Information for Event Graphic (Date, Time, Location, etc):  
\_\_\_\_\_

Concept/Idea of Design:  
\_\_\_\_\_

**PLEASE TURN FORM IN AT LEAST THREE WEEKS AHEAD OF FINAL  
DUE DATE!**

**EMAIL WITH ALL DETAILS INCLUDING A MORE SPECIFIC  
DESCRIPTION OF WHAT THE DESIGN NEEDS TO LOOK LIKE, AS WELL  
AS WHAT WORDS ARE TO BE INCLUDED.**

RETURN THIS COMPLETED FORM TO:

Ashley Jaramillo  
Office of Student Life  
Tivoli 309  
(303) 556-2597  
ashley.jaramillo@ccd.edu