PUBLICATIONS REQUEST FORM
HWS Office of Communications - Design

Requestor Name:__________________________________________________________ Phone:____________

PUBLICATION: (describe)________________________________________________________ SPECIFICATION:
(circle)
Reprint as is
Revised
New

Purpose:___________________________________________________________________

Audience:_________________________________________________________________

TIMETABLE:
Date submitted to design:___________________________ Format: _______________
(i.e. brochure/poster, etc.)

Copy Given To: ☐ P. Kowalik
(minor changes - mark up existing copy and attach)
(major changes/new job - provide text-copy on disk or e-mail)

Quantity:________________________________________

Delivery Due Date:______________________________________________

Delivery Location:__________________________________________

Mail Class: ☐ 1st ☐ 3rd
(circle)
With/Without Indicia
Self M ailer / Envelope

CONSIDERATIONS:
Size:_____________________________________________________________________
Photos/Illustrations: (please attach):_____________________________________________________________________
One color / Two color / Multiple Color:_________________________________________________________________
Folded / Flat:_________________________________________________________________
Paper (color, type):_________________________________________________________________
Other:_________________________________________________________________

SPECIAL INSTRUCTIONS: (packaging - shrink wrap, boxed, etc.)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

SEE ATTACHED DEADLINE INFORMATION.
Please attach samples, text, edits, and further instructions. —Thank you.
PUBLICATIONS DEADLINES

POSTERS
2 weeks advance notice from the date poster is to be posted

SUPPORTING MATERIALS
(i.e. programs, invitations, brochures) printed at a commercial printer
3 weeks advance notice from the date you need it in your hands

(i.e. programs, invitations, brochures) photocopied on campus
2 weeks advance notice from the date you need it in hand

OTHER
(i.e. booklets, magazines, more extensive brochures) requiring printing at an outside commercial printer
4 weeks advance notice from the date you need it in your hands

Advance notice = complete information (text provided via e-mail in MS Word format, photos, art)

Photos = prefer actual photo or slide. If providing a scanned image for print - must be 300 dpi at actual size being used

Outside printers = generally require 10 days for completion of job. Outside printing recommended for quantities of 250, 500 or more.

These are minimum lead times. The more lead time, the more attention can be given to the project. Sometimes institutional priorities will affect scheduling of projects, as scheduling is not always in order of deadline or request date.

MAKING REQUESTS

• Requests can be made online http://www.hws.edu/news/communications/design.asp

• By downloading this form found at http://campus.hws.edu/adm/forms/publication_request_form.pdf and sending or faxing to, Peg Kowalik, Fax ext. 3400.

• By phone, Peg Kowalik. Ext. 3695.

Again, thank you for your consideration and cooperation.