



PROJECT PLANNING FORM

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Project Title: _____

Contact: _____ Department: _____

Submission Date: ____ / ____ / ____ **TARGET IN-HAND DATE** (ASAP is not a date!): ____ / ____ / ____

ADVANCE NOTICE (please keep these time frames in mind when submitting project requests and target in-hand dates)

NOTE: Advance Request timelines are approximations and may vary. The timeline is based on time to design as well as time for production/printing. These timelines assume that you have supplied adequate content. Outside factors including revisions to submitted materials, special requests, and other projects submitted before yours may increase the time to completion. We will do our best to meet your deadlines.

6 Week Advanced Notice

Flier, Program, Form, Certificate/Award, Envelopes, Card/Invite, Signage, Tshirt, Poster, Advertisement

12 Week Advanced Notice

Newsletter, Multi-Page Document/Booklet, Brochure, Event Display, Custom Projects

PROJECT DESCRIPTION

PROJECT TYPE:

- New project (please provide copy/text on disk or via email - preferably in Microsoft Word)
- Reprint **with** changes (please provide an edited copy of previously printed sample)
- Reprint without changes
- I am not sure what I want, can we meet?

QUANTITY: _____ **PRINT:** Single Sided Double Sided **COLORS** (B/W, Full): _____

PAPER STOCK (if known): _____ Uncoated Glossy **SIZE:** _____

TYPE OF PIECE (please check one):

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Flier | <input type="checkbox"/> Program | <input type="checkbox"/> Brochure | <input type="checkbox"/> Multi-Page Document/Booklet |
| <input type="checkbox"/> Form | <input type="checkbox"/> Certificate/Award | <input type="checkbox"/> Card/Invitation | <input type="checkbox"/> Envelopes (Size: _____) |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Signage | <input type="checkbox"/> Poster | <input type="checkbox"/> Event Display |
| <input type="checkbox"/> T-shirt Design | <input type="checkbox"/> Advertisement | <input type="checkbox"/> Other: _____ | |

SPECIAL INSTRUCTIONS (or other information relative to the project): _____