



# Graphics Request Form

IMPORTANT: All requests must be approved by a division / office manager before a project can begin. Projects can take one to four weeks for completion (not including print time), depending on the scope of the project, so please plan accordingly. All text should be edited for correct spelling, grammar, punctuation and content before submission of this form. Submit completed form to Chantel Evans, chantel.evans@dhs.ga.gov.

Date Submitted:	
Name:	Division:
Phone:	Email:
Project Name:	Final Due Date: <i>(Date must be agreed upon with designer)</i>
<input type="checkbox"/> New project <input type="checkbox"/> Update   Previous Date / Project Name:	

## APPROVAL TO BEGIN PROJECT

Division Manager Signature:

OLAC Approval Signature:

### Project Type

- Ad
- Booklet / Program
- Brochure
- Newsletter
- Logo
- Postcard / Invitation / Announcement
- Email Flyer / E-blast
- Flyer
- Signage
- Poster
- Social Media Share Graphic
- Social Media Cover Image Graphic
- Website Graphic
- Other: \_\_\_\_\_

### Job Specifications

- Print     Web

Project Size:

- 8.5" x 11"
- 8.5" x 14"
- 11" x 17"
- Other: \_\_\_\_\_

Color:

- Black and white
- Full color
- Spot color

Printing Method:

- In-house / internal  
*(Please make sure you have the correct paper size, ink supplies, etc. for in-house printing.)*
- Print vendor  
*(Need budget approval for all outside vendors.)*

### Job Description

Write a brief description, including event dates, text, content, themes, etc. Please attach any supporting documentation that explains the project.

### Proofs

Please be thorough in reviewing proofs. The number of proofs can affect completion date.

<b>Proof 1</b>	<b>Proof 2</b>	<b>Proof 3</b>
Sent: _____	Sent: _____	Sent: _____
Returned: _____	Returned: _____	Returned: _____

## PROJECT COMPLETED / APPROVED FOR PRINT

Division manager signature:

OLAC approval signature: