

Sign/Banner Request

CREATIVE SERVICES
218 S. Wabash Ave., Suite 917
P 312.369.7759 F 312.369.8070
colum.edu/creativeservices

PROJECT NUMBER

PROJECT INFORMATION

PROJECT NAME

PROJECT DESCRIPTION/SPECIAL INSTRUCTIONS

WIDTH

HEIGHT

X

PEOPLESOFT NUMBER

BUDGET

QUANTITY

MOUNTING

- Table Tents Foamboard Gator Board Easel Back
 Vinyl Outdoor Banner Other _____

FINISHING

- Laminating Gromnets Rod Pockets Mounting Cleats
 Velcro Other _____

Please state the complete department name, building address and room number where you would like to have your order delivered.

DELIVERY INSTRUCTIONS

Do NOT write ASAP in the *Date Needed* section below. Creative Services will not accept this request.

DATE NEEDED

EVENT DATE

SERVICES

- Design Only
 Design & Print

CS cannot begin your job unless the following accompany this completed form: final, approved text; hard copy and digital file of text; all photos; all logos; all photo credits and releases; all model releases.

CHECKLIST

- Final Copy
 Logos
 Photography
 Photographer's Release/Credits

REQUEST FOR DIGITAL VERSION

- PDF
 JPG optimized for email

CLIENT INFORMATION

CLIENT NAME

PHONE

EMAIL

DEPARTMENT

DEAN/ASSOCIATE/ASSISTANT DEAN/SUPERVISOR APPROVAL

Copyright Release Agreement

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I have read this release, I understand it, and by signing below am agreeing to its terms.

CLIENT SIGNATURE

CREATIVE SERVICES ONLY

DATE RECEIVED

DESIGNER

DATE TO VENDOR

VENDOR

REQUEST ID#

FINAL COST

INVOICE #

PROJECT NOTES

Columbia
COLLEGE CHICAGO