Your Information

Name _____   **Area** _____

Phone Number _____   **E-Mail** _____

Program Information

Day of the Week _____   **Date** _____

Time _____   **Location** _____

Program Title _____

Description of Program (This is what you want the poster to say)
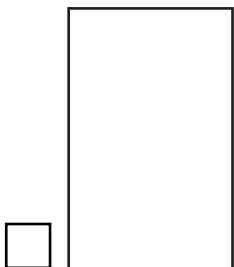
_____

_____

_____

_____

Other Information

Who else needs to approve this poster? (Names and emails)
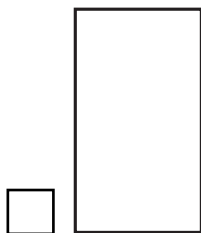
_____

Design Deadline _____

(This is when you want the poster ready to print! You are responsible for printing so leave enough time to have the poster printed and hung up. I require AT LEAST two weeks to guarantee you would receive a poster before your deadline. I reserve the right to say no if I am not given a full two weeks.)
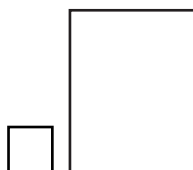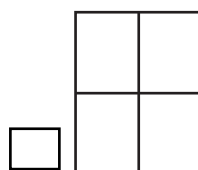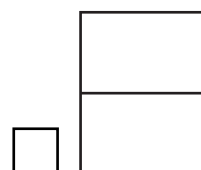
Color or Black and White _____

☐ 11x17   ☐ 8.5x14   ☐ 8.5x11   ☐ 1/4 Sheet   ☐ 1/2 Sheet

Anything else? _____

_____

Graphic Design Request Form