GJARA EVENT APPROVAL & MEDIA DESIGN FORM

CONTACT INFORMATION

Contact Name _____   Email Address _____

Cell Phone Number _____   Committee _____

EXPLANATION OF PROJECT

_____
_____
_____

Date Needed: _____   REMINDER: 14 days production time needed for submitted projects.

Event Name: _____

Event Date & Time: _____   Event Cost: _____

Event Location: _____

DESIGN INFORMATION
Graphics needed:
[ ] Logo Design
[ ] Tabloid (11 x 17 in)
[ ] Letter (8.5 x 11 in)
[ ] Sandwich board (2 x 3 ft-)
[ ] Retractable Banner (33 x 81 in)
[ ] Table Tent (4 x 6 in)
[ ] Full Screen Slide (8 x 10 in)
[ ] Button (Design should include TRIM MARKS)
[ ] T-shirt
[ ] Tickets (3.2 x 1.67 in)
[ ] Flyer/Handout
[ ] Brochure   3 panel_____   2 panel _____
[ ] Widget (200 x 150 pixels)
[ ] Postcards
[ ] Business Card (2"x3.5") _____   SQUARE _____
[ ] Other (Post Details in Additional Instructions BELOW)

Please list the logos needed on graphic:
_____
_____
_____

Suggested imagery or colors. (Please provide a description of what you want.).
_____
_____

Please attach any sketches or additional documents that will support this request
Any additional information that needs to be included on the graphic: (Ie. Website address, Directions to Register or RSVP, etc.)
_____
_____
_____

Additional Instructions:
_____
_____
_____

Buttons

Please select button size:
[ ] Regular   [ ] Mini
Any additional comments that will help us meet your request._____

T-shirts

List the colors you wish to include in your shirt design. _____
Graphics for t-shirts   [ ] Front ONLY   [ ] Front and Back
Please provide any further detail that will help us meet your request. (ie. imagery, theme, placement of colors, etc.)_____

_____

Table Tents

Would you like your table tents to be identical to a poster design graphic already created?   [ ] Yes   [ ] No
If you answered "No" to the question above, please provide us with additional information._____

_____

Tickets

Is your ticket design request affiliated with a poster already created?   [ ] Yes   [ ] No
If your ticket request is affiliated with a poster already created, we will assume the design should mirror the poster. Please provide the information you would like to have on the ticket. _____

SOCIAL MEDIA

 __   __   __   __   __

Please limit to 500 characters
_____
_____

Link to the site you want people to visit: _____

If you wish to be tagged in this post, please supply your: Link to your social sites to be tagged: _____

Handle on site (example: @example): _____

Please note: Instagram images MUST be square and at least 612x612 pixels (this is the preferred size for all image submissions)
[ ]   Image   [ ]   Video Link

Scheduling What date should the social media feature be posted? (Enter in yyyy-mm-dd format)

When in the day   [ ]   Morning   [ ]   Afternoon   [ ]   Evening

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FOR PUBLIC RELATIONS COMMITTEE USE ONLY

PR Committee Approval Date: _____   PR Committee Rejection due to following conflict: _____

PR Committee Event Liaison: _____   Contact Number: _____

FORWARDED TO STAFF MEDIA COORDINATOR: _____ On Calendar: _____   Media Completed: _____