

OSE Graphic Request

Name of Event/Reason of Design New Student Festival

Committee/Group/Department Name The Office of Student Engagement

Name of Requester Hillary Nelson

Phone 417-836-4386 Email Hillary256@live.missouristate.edu

Request Submission Date 3/29/12 Required Date 4/13/12

Target Audience: Students

Desired Design Style (ie professional, clean, simple, graffiti/distressed, fun, etc.) use as many descriptors as needed. You are NOT limited to what is listed above.

no limitations. Create any theme you would like. Style should be targeted towards students though - fun, eye catching

Desired Color Pallet any color
(*If printing black and white, specify.)

Number of designed pieces: 1 Orientation of design: vertical

Size/Format Specifications (Please check mark, and label clearly for multiple pieces)

☒ 8.5x11 Flyer ☐ 11X17 Poster ☐ Larger Poster/Banner -- specify size(_____)

☐ T-shirt ☐ Other:(specify what, and size:_____)

***Please attach all text and information that needs to be presented in the wording desired if possible. (ie- title, date, time, location, description, contact information, etc).

***Please email any specific images needed for project, or specify desired imagery if any.

***If you have a design idea, or direction in mind, please include that also.

***Please let me know what logos need to be included, if any. twitter

Please specify how you want to receive your design:

*Digitally: ☒ via email if possible ☐ via flash drive requester provides ☐ CD

*Printed by: ☐ Banner Printer(OSE staff only) ☐ Copy This ☐ Printing Services

☒ Other: Keep in mind this design should be functional as a digital ad or used on web. Design must be able

*Number of Copies if printing to function on many elements.

***Would you like a digital flyer to also be created to advertise this event? It would be displayed in one of the small spaces on the new digital screens in the union.

☒ No ☐ Yes – Approved by (signature or email approval from staff member required)
Must be approved by: Jeremy, Marissa, Tara, Andrea, Kelli, or Patrick.

X _____

Submitting: Please Submit this form to Kelli either by email, in person, or in mailbox.

Hillary Nelson
Graphic Designer
Office of Student Engagement
PSU 101
Office Phone: 836-4386
Email: Hillary256@live.missouristate.edu ***Best method of contact besides in person.

TEXT

New Student Festival

August 21st
3:00– 4:30PM
Plaster Student Union

There will be over 190 tables for student organizations and university departments and offices to display information about their particular group and recruit new members at the event. Thousands of students attend the New Student Festival every year to learn ways that they can get involved and meet new friends on campus! It is also a great recruiting tool for student organizations! When you arrive, look for maps and signs to find the areas that interest you!

Hey Commuter Students!

Come to the Commuter Reception with refreshments! Meet new people and get answers to your last-minute questions in the PSU West Lounge, beginning at 5:15 pm.

For more information, visit the Office of Student Engagement online at www.missouristate.edu/StudentEngagement or call 417.836.4386.

Missouri State University is an EO/AA institution.

{insert twitter logo} Tweet #msubelong at opening events. Win prizes!