



Office of Marketing and Communications

ST. JOHN'S
UNIVERSITY

PRINT PROJECT FORM

Today's Date: _____ PDF Due Date: _____

Printed Due Date: _____

Please contact P&D for all mailing information.

PROJECT TITLE: _____

College/Department: _____

Your Name: _____ Ext: _____

Your Location: _____

Budget #: _____ Budget Admin.: _____

In order to meet target due date, maximum two rounds of proofs are possible.

FOR MARCOM USE ONLY

Job #: _____

AD: _____

Designer: _____

1st Proofreading Due: _____

Proofreading Date/Sig.: _____

1st Design Proof Due: _____

2nd Design Proof Due: _____

3rd Design Proof Due: _____

Final Proofreading Due: _____

Final Proofreading Date/Sig.: _____

Final Route Date/Sig.: _____

Final Design Due: _____

DESIGN SPECIFICATIONS

Project Type: _____

Last Job# (if reprint or update): _____ **Sample attached:** ☐ YES ☐ NO

Colors (check one): ☐ B/W ☐ 2-color ☐ 4-color

Size: **W** (horizontal) _____ x **H** (vertical) _____ **Quantity:** _____

Deliverables: ☐ In-House Printing (**P&D**) ☐ External Printing ☐ PDF ☐ JPG

Delivery Instructions: _____

Indicia (check one): ☐ Non-profit ☐ First Class ☐ No indicia

All First Class and all new Non Profit mailings require postage approval from P&D prior to opening job.

CREATIVE DIRECTIONS

Target audience, mandatory elements, co-sponsors, specific photos, etc.
Please attach sample brochures you like, if available. Please attach copy in a Word document.

FINAL ROUTE/PRINTING INSTRUCTIONS (FOR MARCOM USE ONLY)