



**ST. JOHN'S  
UNIVERSITY**

Office of Marketing and Communications

## PRINT PROJECT FORM

Today's Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

**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: \_\_\_\_\_

Delivery 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)