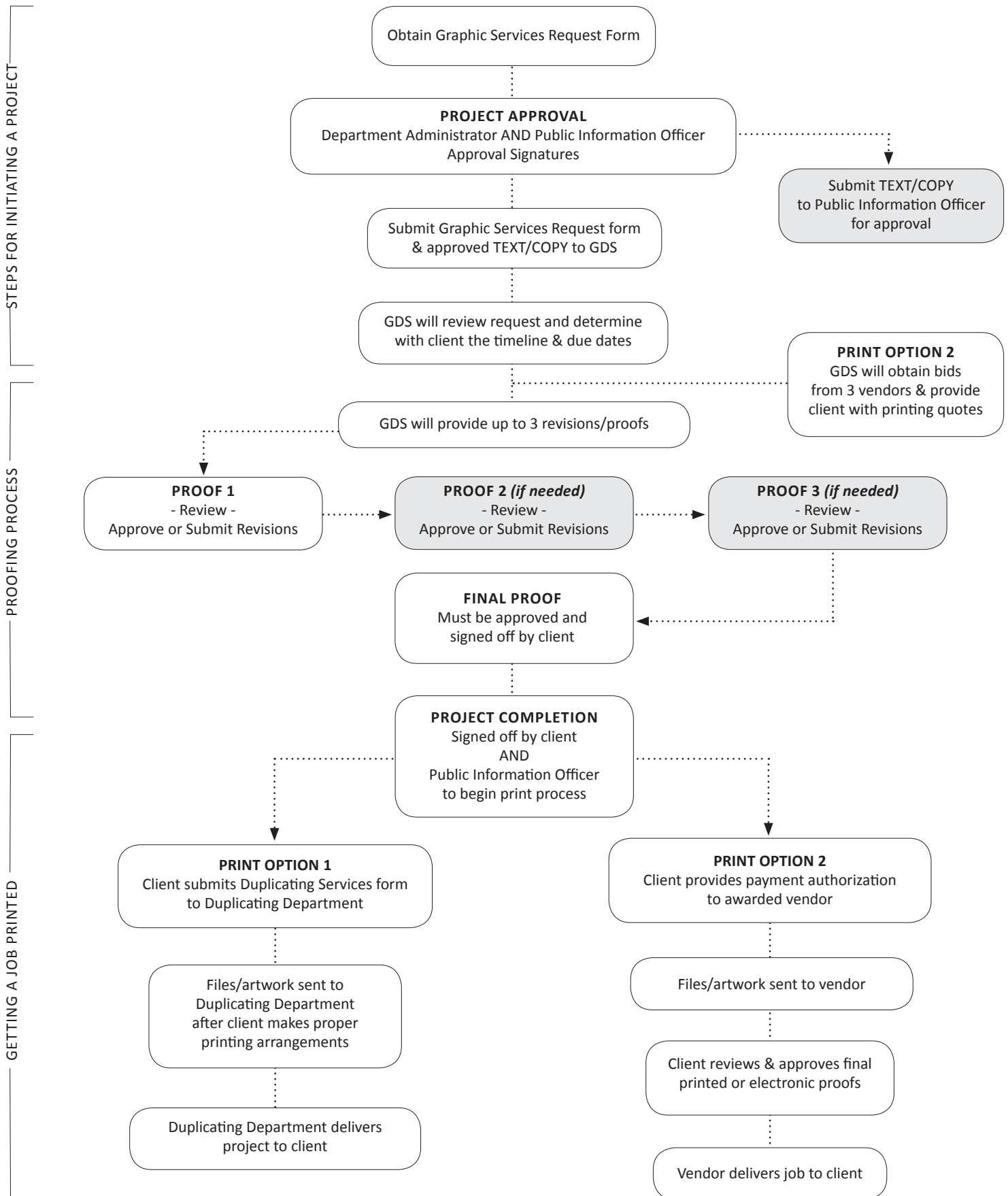


GRAPHIC DESIGN SERVICES (GDS)  
**PROJECT STEPS & PROCESS**



## Steps for Initiating a Project

1. Obtain Graphic Design Services Request form.
2. Get approval of respective Department Administrator AND Public Information Officer (Kristie West, 691-7199) to begin project.
3. Submit completed form to GDS with approved COPY/TEXT.  
**NOTE:** Public Information Officer must approve all COPY/TEXT prior to submission to GDS.
4. GDS will review Graphic Design Services Request form and come to an agreement with client on project timeline and due dates.
5. GDS may request a meeting with client depending on complexity of the project. OR client may request a meeting with GDS for design/project consultation.

## Proofing Process

6. During the proofing process, client may have up to 3 proofs/revisions.
7. Once GDS receives project revisions from client, a revised proof will be given back to client for another review and approval.
8. Client must adhere to proofing schedule to maintain project timeline and due date scheduling.
9. Client AND Public Information Officer (Kristie West, 691-7199) signatures are required to finalize project completion and before print production can begin.

## Getting a Job Printed

### PRINT OPTION 1 | Duplicating Department

#### PROCESS FOR IN-HOUSE PRINTING

1. Client is responsible for filling out a Duplicating Services form and coordinating with the Duplicating Department in advance to have a job printed.
2. GDS will send files/artwork to Duplicating Department after client has made proper printing arrangements.

### PRINT OPTION 2 | Outsourcing

#### PROCESS WHEN USING AN OUTSIDE PRINTER (VENDOR):

1. GDS will select 3 vendors and provide client with quotes.
2. Client will be responsible for providing the awarded vendor with payment authorization, etc.
3. GDS will be responsible for providing the awarded vendor with project files and printing instructions.
4. Vendor will provide a printed proof of job. Client must review and approve for final print.

## Contact Information

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