

For any design request, please fill out this form and submit to drf@molaa.org with VP signature.

LEAD TIME GUIDE

4 weeks all other collateral	5 weeks small brochure, booklet	9 weeks mailer, invite, large brochure	3 months identity/new design concept	5-6 months catalogues/large projects
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Step 1

PROJECT DETAILS

Today's Date: _____

Project Name: _____

Project Leader: _____

Department: _____ ext # _____

X project approval dept. VP signature

Budget: _____ Qty: _____

1st Draft Needed by: _____

Final Product/Drop Date: _____

- Flyer: 4"x6" 8"x5"
- Postcard / Invite: 4"x6" 5"x7" 8"x5"
- Lobby Poster
- Email PDF
- SM
- WEB: Slider? (Yes No)
- Other _____

PRINTING (pick one) _____
if other, describe in additional notes

SHIPPING (pick one) _____
if other, describe in additional notes

PRODUCTION/MAILING (pick one) _____
if mailing, mailing list provided by: _____

ADDITIONAL NOTES:

Step 2

FOR GRAPHICS USE ONLY

PROJECT APPROVAL

Yes

Copy/Materials due to Graphics*: _____

No

Proposed Date: _____

Copy/Materials due to Graphics*: _____

*Copy & materials must be submitted by this date for the project to be completed on time.

Step 3

Copy to Graphics Dept. VP signature

X

Date: _____

Signature confirms project copy & other content is being submitted on the date proposed above.