

Signage Request and Special Project Production Guidelines

Production Guidelines for Communications and Marketing – Creative Services

1. Client initiates job and completes job jacket or print request form.
This should include client's name, due date, budget code, quantity, etc.
2. Designers create design/layout draft of client's job.
3. Director of Creative and Printing Services reviews layout and signs jacket.
4. Client approves design/layout.
5. Job submitted to Communications and Marketing for proofing.
6. Return to Creative Services to make any revisions by designer.
7. Job submitted to Communications and Marketing for final approval by Executive Director.

Production Guidelines for Communications and Marketing

1. Accepts client initiated job for proofing; job jacket should be complete.
2. Logs job into proofing folder.
3. Job submitted to first person for proofing. (Proofing timeline will vary with document size/content)
4. Job submitted to second person for proofing.
5. Job submitted to Creative and Printing Services for edits.
6. Job submitted to Communications and Marketing to ensure changes are made. (Job may have to be sent back to Creative and Printing Services if revisions were not made or if additional revisions are needed)
7. Job submitted to Executive Director for final approval.

Production Guidelines for Special Projects

1. Client initiates job and completes job jacket or print request form.
2. Designers create design/layout draft of client's job.
3. Director of Creative and Printing Services reviews layout and signs jacket.
4. Client approves design/layout.
5. Job submitted to Communications and Marketing for proofing.
6. Return to Creative Services to make any revisions by designer.
7. Job submitted to Communications and Marketing for final approval by Executive Director.