

# THE MARKETING AND COMMUNICATIONS OFFICE ASKS THAT YOU **TAKE NOTE** OF THE FOLLOWING:



## PROOFREAD CAREFULLY

You will sign-off on design and copy before your project is sent to the printer.



## PLAN ACCORDINGLY

Once the piece(s) are sent to print, it may take a week or more for turnaround.



## UP TO 3 REVISIONS

Up to 3 revisions allowed after initial proof; additional revisions will result in one week completion delay per revision.

\* See below for details



## ADHERE TO SCHEDULE

Projects completed ahead of schedule does not mean similar future projects will follow the same timeline.



## DESIGN STANDARDS

We will advise you on how to create a piece that is consistent with Siena Heights University's style guidelines.

Please reference the University's Marketing Guidelines for more details.

**\*ADDITIONAL EDITING AND CHANGES** - Any requested changes to the piece beyond what is stated above, that constitutes additional editing, may cause a shift in project priority and the **initial deadline may not be met.**

It is important to note the Marketing and Communications Office normally has a large number of projects in its queue. Because most projects are time-sensitive and scheduled within the workload of the office, projects requested at the last minute (et. al. ASAP, rush) will not be accepted unless approved by the Director of Marketing.

## DETAILS NEEDED TO START PROJECT:



### TYPE OF PROJECT

Poster, Flyer, Booklet,  
Tri-fold, etc.



### SIZE OF PROJECT

Inches, Pages, etc.



### FINALIZED CONTENT

Finalized content needs to be provided to us 2 weeks prior to needing the final piece in your hands.