



Office of Marketing and Communications

ST. JOHN'S UNIVERSITY

PRINT PROJECT FORM

Today's Date: _____ PDF Due Date: _____

Printed Due Date: _____

Please contact P&D for all mailing information.

PROJECT TITLE: _____

School/College/Department: _____

Your Name: _____ Ext: _____

Your Location: _____

Org. Number: _____

Expense Account Number: _____

Note: There is a maximum of two rounds of proofs.

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: _____

DESIGN SPECIFICATIONS

Project Type: _____

Last Job Number (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): Nonprofit First Class No indicia

All First Class and all new Nonprofit mailings require postage approval from P&D prior to opening job.

CREATIVE DIRECTIONS

Target audience, mandatory elements, cosponsors, specific photos, etc.
Attach sample brochures you like, if available. The copy must be in a Word document.

FINAL ROUTE/PRINTING INSTRUCTIONS (FOR MARCOM USE ONLY)