**DESIGN REQUEST FORM**

Disclaimer:
+ Allow 10 business days turnaround from submission date for all designs and production.
+ Each request includes three consultations: (1) pre-design, (2) proof, and (3) final edit.
+ Additional consultations may be scheduled for an additional charge.
+ Use of copyrighted materials is strictly prohibited. All WMU marks/logos must be approved by licensing prior to request submission.
+ By submitting this request, you agree that all materials produced by RSO Designs will be printed by the Resource Center (G06 in the Bernhard Center).

RSO name: ________________________________

Contact name: ____________________________ Phone: ____________________________

E-mail: ____________________________

Event name: ____________________________

Event date & time: ____________________________

Submission date: ____________________________ Date materials needed: ____________________________

Describe your event:
Include all information and details relevant to the design (time, date, purpose, location, speakers, "what to bring", who your audience is, RSO website, if you want a posted contact person, cost, registration fee, and/or anything else).

I have a logo for RSO Designs to use**: Y ☐ N ☐

Flier Specifications:

<table>
<thead>
<tr>
<th>Flier Pricing (per side):</th>
<th>8.5” x 11”</th>
<th>11” x 17”</th>
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<tbody>
<tr>
<td>Color</td>
<td>$0.50</td>
<td>$1.00</td>
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<tr>
<td>B&amp;W</td>
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Additional Comments:
Include any ideas or direction you have for the project (paper orientation, certain style, colors, etc). If university approval will be needed to post on-campus tell us here.

**Please Submit all photos, logos, specific text or files (high res. only) needed in your design by CD, Zip Drive, or E-mail (rsodesigns@gmail.com). All physical materials will be returned.

I, ____________________________, agree that I have been authorized by my RSO to submit this request.

269.387.4889
rsodesigns@gmail.com

John T Bernhard Center
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