Office of Religious Life

GRAPHIC DESIGN REQUEST

In order to request any graphic design and marketing materials through the Office of Religious Life at USC, you must submit this form directly to the office. All requests require 2 weeks of advanced notice.

Please send this form and all contact information to tconley@usc.edu.

Name: ___________________________ Date Requested: ___________________________

Group Affiliation: ___________________________ Completed by: ___________________________

(Completed date must be 2 weeks after requested date)

Materials Requested: ___________________________

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Buzz Words for Design: ___________________________

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Once submitted and approved, please send any existing marketing materials, logos, etc. to the graphic designer.

By submitting this form, I ___________________________ certify that my request is on behalf of a religious affiliated group at USC. I will be responsible for all email communication with the graphic designer at the Office of Religious Life. A separate timeline may be made according to the amount of work requested and current projects at the ORL between our group and the graphic designer. I also certify that I will only request material requests for events, flyers, logos, etc. that fit into a 2 week timeline. Any further adjustments will be made between my group and the graphic designer.

Signature ___________________________ Date ___________________________