**New Project Request Checklist**

*Before submitting your request, please review the checklist below to ensure you have provided all necessary information.*

**Signs**

* Size
  + 18” x 24” (standard yard sign)
  + 24” x 36”
* Detailed description of each requested sign
* Language to include
* Single-sided or double-sided?
* Logos
  + Attach any non-UGA logos that need to be included in your materials

**Event and Promotional Materials**

* Event date, time, and location
* Language to include on each item requested
* Size
  + Flyer
    - 5.5” x 8.5” | 8.5” x 11” | 11” x 17”
  + Brochure
    - Half-fold
      * 5.5” x 8.5” | 4.25” x 11”
    - Tri-fold
      * 3.6” x 8.5” | 5.6” x 11”
  + Poster
    - 18” x 24” | 24” x 36” | 36” x 48”
    - Custom to fit bulletin board
  + Program
    - 5.5” x 8.5” (half-page size)
    - 8” x 8” (FACS Convocation program size)
* Registration link and RSVP date, if applicable
* Speaker name(s) and headshot(s), if applicable
* Provide or describe photos or logos to include

***Reminder****: Work cannot begin on your project until we have received all finalized information. If all information is not included in your project request submission, collateral delivery date will be at least 2 weeks from the day the information is received.*