Please email any design/print requests to Mia Hinckle and Craig Taylor: mhinckle@umd.edu, ctaylo15@umd.edu.

Three weeks’ notice is needed for all design requests. Four weeks’ notice if professional printing is required. For event design/signage support, please reference Event Support Request instructions.

INCLUDE

- Project name/description (i.e. what is this for)
- Project delivery date
- Format (e.g. poster, flyer, brochure, banner, program, evite, ad)
  - Please include dimensions
  - Please include any specific format instructions (e.g. laminated, on foam core, card stock, black and white)
- Copy (wording to go on the design piece)
- Any logos to be included (e.g. labs, partners, sponsors)
- If printing is required, please include:
  - Quantity needed
  - Fund or account to be billed

We will respond:

- To confirm that your project request was received
- To confirm that the timeline is feasible based on production time and other projects in the queue
- To collect any additional information needed