

# ELYSIA L. SMITH

[els.elysia@gmail.com](mailto:els.elysia@gmail.com) | (720) 663-9614

## GRAPHIC DESIGN PROJECT REQUEST

*The following is an example of the information that should be sent in a project request.*

DATE REQUESTED:

DATE NEEDED:

PRESENTER(s):

EVENT NAME:

EVENT DATE & DAY:

EVENT TIME(s):

PRICING/TICKET LINK:

LOGOS:

CONTACT INFO/LOCATION/WEBSITE/ANY OTHER DETAILS:

DESCRIPTION:

IMAGES/THEMES TO INCLUDE IN DESIGN (this can include links to an EPK for concert posters, artist website, etc.):

DELIVERY SIZE(s): (for project packages include something like poster(11x17), banner (24x48), Eventbrite, Instagram):

DELIVERY RESOLUTION:

DELIVERY FORMATS:

\*Works will be automatically delivered in a PDF format rendered for print (CMYK) and JPEG format rendered for web/media (RGB) with a standard 300 dpi resolution. If the project requires alternative design requirements, please note below.