



Student Services Graphic Design Approval Form

This form must be filled out and signed by your Division of Student Services dean before reaching out to Marketing & Communication for design services.

Project Information

Requestor Name: _____ Date: _____
Department: _____ Phone: _____
Project Name: _____

Describe your project, the intended audience and the product you need, such as poster, banner or ad:

Additional Comments:

Dean's Approval to Design

Name of Dean: _____ Date: _____
Signature: _____

Next Step

Fill out the Graphic Design Request Form on the marketing web site and include a PDF copy of this signed approval form in the attachments. This approval may also be delivered to Sue Hothi in the Marketing and Communication Office in Building 4, Room 2425. For more information, call Sue Hothi at (909) 274-4121.