



301 K-STATE STUDENT UNION
UNION.K-STATE.EDU/SERVICES/SDC
KSTATESDC@K-STATE.EDU
785-532-6597

DEPARTMENT CODE

DESIGNER _____

☐ CONFIRMATION E-MAIL SENT

////// K-STATE STUDENT ORGANIZATIONS ////

POSTERS • FLYERS • T-SHIRTS • BROCHURES • POSTCARDS • LOGOS

STUDENT ORGANIZATION _____

CONTACT _____

PHONE _____

EMAIL _____

DATE SUBMITTED _____

DATE PROOF NEEDED _____

DATE DUE _____

WHAT

WHEN

WHERE

LOGO(S) & WEBSITE(S)

OTHER INFORMATION:

KIND OF PROOF(S) NEEDED

☐ HARD COPY

☐ E-MAIL PDF

FOR OFFICE USE ONLY

PROOF OUT _____

PROOF IN _____

REVISION OUT _____

REVISION IN _____

PRODUCTION _____

DATE

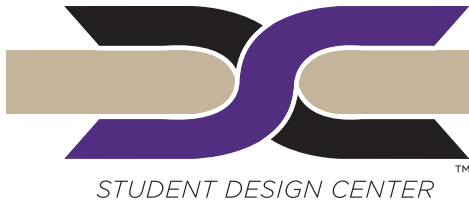
PLEASE READ AND SIGN BELOW BEFORE TURNING IN THIS FORM

The SDC offers three free hours of design services per project for student organizations. Charges will come into effect, if applicable, after the initial three hours. All SDC work is subject to the attached SDC Policies. All information related to your request (photos, text, event information, etc.) must be turned in before the start of the design process. Once all the information is collected the three week turnaround begins. Be advised that although we have three weeks MINIMUM turnaround time, any delays in correspondence (emails, returned calls, etc.) or lack of information regarding your design (event dates, times, collateral content, etc.) will affect the delivery schedule. If more than three hours are required, payments must be paid IN FULL before the release of final design materials. Acceptance of terms: By signing below, I, the originator of this job, have read the above statement and agree to its terms.

SIGNATURE _____

DATE _____

////// 3 WEEKS REQUIRED FOR ORDERS TO BE PROCESSED ////



////// STUDENT ORGANIZATION INFO //////////

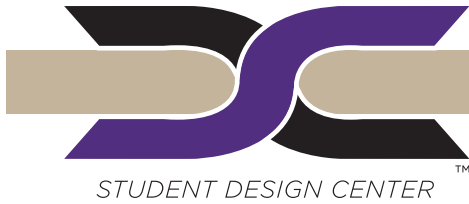
*WE WANT TO GET TO KNOW YOU BETTER

MAIN GOAL OF YOUR ORGANIZATION:

HOW LONG HAVE YOU BEEN AROUND:

HOW DO YOU USUALLY REACH YOUR AUDIENCE ON CAMPUS:

HOW DID YOU HEAR ABOUT THE STUDENT DESIGN CENTER:



////// WHAT DO YOU WANT //////////

**THIS FORM IS OPTIONAL BUT ENCOURAGED*

*WHAT STYLE DO YOU WANT TO REPRESENT YOUR BRAND:
(EX. SOPHISTICATED, PLAYFUL, SIMPLE, GRUNDGY, VINTAGE, ETC.)*

WHAT COLORS DO YOU WANT TO USE:

WHAT INFORMATION SHOULD BE INCLUDED:

*PLEASE ATTACH A SELECTION OF GRAPHICS YOU LIKE THAT YOUR
DESIGNER COULD USE FOR INSPIRATION.
(EX. EXISTING LOGOS/POSTERS YOU HAVE SEEN THAT YOU LIKE)*

////// POLICIES ////

CONTENT OF THE PROJECT

- All edited text, logos, photographs, artwork, or other materials pertinent to the content of the project must be submitted for prior approval to the SDC before work on the project can begin.
- If all materials are not provided, the SDC will hold the job until they are made available. The deadline for project completion will then be adjusted accordingly.
- Text must be reviewed and edited by your committee or organization before submission to the SDC.
- There is a limit of two (2) proofs for projects.
- Excessive text edits while the project is in progress may result in extra charges.
- When providing a free service to student organizations, the SDC reserves the right to limit the number of hours spent to complete any design project.

SCHEDULING

- The SDC requires at least three weeks of lead-time for projects. We will not accept projects that must be finished in a shorter amount of time.
- Please see the SDC staff for deadline estimates on logos, booklets, or projects that contain more than eight pages.
- Remember to allow time before your event not only for the design of the project, but also its printing, publication, and/or distribution.
- The SDC will give projects a final design deadline of three weeks after the date the project is submitted.
- The SDC operates on a first come first serve basis.
- Although we request three weeks of working time after all materials have been submitted, we cannot guarantee completion of a project if SDC designers are working at full capacity. All designers of the SDC are full time students and work on a part time basis; your patience is appreciated.

CONTACT PERSONS

- Only one person will be the contact for a designated project as this ensures faster final decisions and design consistency.
- Meeting times to discuss project changes should be arranged between the designer and contact person.
- Only the assigned designer will be exclusively available for any design consultations after the initial consult.
- Meeting times to discuss project changes should be arranged between the designer and client.
- Please do not come to the SDC and ask someone besides your designer to make changes on your project.

AVAILABILITY AND FEES

- The SDC provides three (3) free hours of design time per project, a pre-design meeting, and a free estimate of expenses. Any estimate or quote is subject to change with any additional service requests from the client.
- In order to receive free services, the client must be recognized student organization in good standing.
- In the event of a cancellation, the client will be billed a per hour charge for any work already completed.
- The Student Governing Association funds the SDC.

SDC LOGO

- The SDC logo will be placed on all printed materials.
- The production, publication, and distribution of materials are the sole responsibility of the client.

DESIGNERS

- Please treat SDC employees with respect, as they will treat clients.
- SDC employees are majoring in graphic design, advertising, interior design, and architecture and may suggest how your project's layout and design would be most effective.
- Designers will not ignore your requests, but do their best to provide you with various artistic approaches to your project.

PROJECT RESTRICTIONS, USAGE RIGHTS, AND WASTE

- Do not employ the SDC staff if you do not plan to use their designs.
- The copyright on all work produced by the SDC may not be altered without permission.
- Client must have written permission for any photograph to be used. If permission cannot be supplied, the SDC will substitute a royalty-free, stock photo.
- In order to protect the integrity of our work, the SDC retains ownership of original designs.
- The client may not alter or adapt any SDC design without approval of the SDC and the original designer.
- After the design process begins, clients will not allow other individuals, organizations, or design firms to implement other works (including, but not limited to, alternative or spin-off designs such as posters, newspaper ads, brochures, etc.) related to or promotions of the same event or subject matter as the SDC project.
- To avoid the waste of student government resources, when a client has already started the design process at the SDC they must notify the SDC of a cancellation immediately.
- Any work already completed by the SDC will subject the organization to be billed at the per hour fee.
- If the project was summited by an organization and not used for any purpose, the organization will not be able to us the SDC services for one semester.
- All rights not here expressly transferred to the client are reserved by the SDC.
- Usage beyond that granted to the client herein shall require payment of a mutually agreed upon additional fee subject to all terms.
- Any transfer of rights is conditional upon receipt of full payment.

UNIVERSITY TRADEMARKS AND IMAGES

- When the university trademarks, logos, name, and/or other images associated with the university are used, such use must be in compliance with K-State Visual Identity and trademark licensing policy guidelines.
- A licensed vendor must produce any items for commercial or promotional use. A list of current vendors may be obtained from the Trademark Licensing Office.
- Trademarks may not be used in conjunction with corporations or external organizations in a manner that implies university endorsement or sponsorship.
- Any designs developed remain the property of the SDC and cannot be used for commercial or promotional purposes without express written permission.
- Nothing in these terms and conditions shall transfer any university right, title, or interest to the SDC or K-State Student Union.

VIOLATIONS AND PENALTIES

Any violation of these policies will limit the client's future use of the SDC and possible termination of services at the advisor's discretion.