

K-State Student Union

Student Design Services Client Procedures

PRE-DESIGN

- 1) Secure all relevant photos, co-sponsorship logos, event details, and completed text.
- 2) Submit online SDS graphic request at union.k-state.edu/design.
 - a. Clients will receive a login prompt for the WorkZone project management system after submitting a request.
- 3) Attend pre-design meeting with assigned designer.

DURING DESIGN

All communication will be handled through WorkZone.

- 1) Respond to any and all designer questions/requests within the established deadline.
- 2) Review online proof and respond within the established deadline.
- 3) Return any proof corrections online within the established deadline.

POST DESIGN

- 1) Approve final project within the established deadline.
- 2) The registered student organization is responsible for any necessary production.