

K-State Student Union

Student Design Services Policies

CONTENT OF THE PROJECT

- All required text, logos, photographs, artwork, or other materials pertinent to the content of the project must be submitted in the graphic design request before work on the project can begin.
- If all materials are not provided, the SDS will hold the job until they are made available. The deadline for project completion will then be adjusted accordingly.
- There is a limit of three (3) proofs per project.
- Excessive edits while the project is in progress may result in extended deadlines.
- When providing a free service to student organizations, the SDS reserves the right to limit the number of hours spent to complete any design project.

SCHEDULING

- SDS 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 SDS 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.
- SDS will give projects a final design deadline of three weeks after the date the project is submitted.
- SDS 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 SDS designers are working at full capacity. All designers of the SDS are full-time students and work on a part-time basis; your patience is appreciated.
- The SDS reserves the right to Thanos snap anyone who does not answer our emails.

CONTACT PERSONS

- Only one person will be the contact for a designated project to ensure faster final decisions and consistency.
- Only the assigned designer will be exclusively available for any design consultations after the initial consult.
- Please do not come to the SDS and ask someone besides your designer to make changes on your project.

AVAILABILITY AND FEES

- The SDS provides free design services to registered student organizations 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 SDS, therefore, we are not able to complete projects for individual students, campus departments or outside entities.

DESIGNERS

- SDS employees are majoring in graphic design, advertising, interior design and architecture and may suggest how the project's layout and design would be most effective.
- Designers will strive to interpret client requests while providing various artistic approaches to the project.

PROJECT RESTRICTIONS, USAGE RIGHTS AND WASTE

- The production, publication and distribution of materials are the sole responsibility of the client.
- Do not utilize SDS staff if you do not plan to use the design(s).
- By providing images to SDS for projects, the client is expressing permission has been given. If permission cannot be supplied, SDS will substitute a royalty-free, stock photo.
- In order to protect the integrity of our work, SDS retains ownership of original designs.
- The client may not alter or adapt any SDS design without approval of SDS.
- 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 SDS project.
- All rights not here expressly transferred to the client are reserved by the SDS.
- Usage beyond that granted to the client herein shall require payment of a mutually agreed upon additional fee subject to all terms.

CANCELLATION POLICY

- Project cancellations must be received within 10 day of submission to avoid charges.
- Cancellations after 10 days will subject the organization to be billed at a per hour fee for work already completed.
- Projects submitted by an organization and not used for any purpose prohibits the organization from using SDS services for the following semester.

UNIVERSITY TRADEMARKS AND IMAGES

- When university trademarks, logos, name, and/or other images associated with the university are used, such use must comply 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 SDS and cannot be used for commercial or promotional purposes without express written permission.

VIOLATIONS AND PENALTIES

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