



"Creating an excellent
college experience"

Date Issued: February 2013	Policy Number: 313
Revised: August 2016	
Section: Administration	
Subject: Graphic Design Work	

Graphic Design Work:

This policy is to ensure all graphics design work, is ordered, designed, proofed, and printed in time for any deadlines. It is extremely important that all Marketing Pieces are done in a manner that is professional and represents USU Dining Services appropriately. It is preferred that all graphic design work is done centrally; however, individual operations may do work on their own and use a graphic designer outside of the central Dining Services' Graphic Designer. In this case, **ALL work going outside of the operation or a permanent sign will be preapproved** by the Executive Director and printing and publishing of the work must be followed up by the individual operation.

Procedure:

1. Go to the following website to fill out a graphic design work form:
http://usubusiness.co1.qualtrics.com/SE/?SID=SV_6P4LXD3HYTFcUM5
 - a. Fill out the form to describe your needs. A minimum of 2 weeks is preferred by the Graphics Designer. For anything required in a shorter time frame, contact the Graphics Designer directly and ask about ability to meet the deadline. (holidays may require more than 2 weeks)
 - b. NOTE: If requesting a banner for a wire, ensure that space is available.
2. The Graphics Designer will automatically receive a copy of your graphic design work order. You will also receive an automatic receipt of your submission to your USU e-mail.
3. Graphics Designer will input the form in Schooldude.com (customer can track the process of the work order through the SchoolDude system)
4. Graphics Designer will send customer and Executive Director a proof to be approved, before printing will occur through online Box "cloud" system.
5. Graphics Designer will submit to PDP or Copy Center for Printing.
6. All Graphic Design Prints will be delivered to the Dining Services main office, checked by Graphics Designer, and then customer will be notified by email that the work is in.
7. Once work is completed, charges are applied to the operation thru end of month journal entries.

Individual Operations Graphic Designer:

1. Complete the marketing piece and have it originally proofed in the operation.
2. E-mail the piece to the Executive Director.
3. The Executive Director will respond within 2 days and note any changes whether they are mandatory (ie. missing information etc.) or recommendations (ie. personal taste in design, color, etc).
4. Mandatory Changes will be made and then the final proof will be sent back to the Executive Director for final approval. Final Approval will be thru e-mail.
5. Once approval is received, the final proof may be produced. It is the responsibility of the individual operation to work with and follow up with the printer on issues with regards to printing.