

Please fill out this online form and email it back to **creationstation@uh.edu**  
**\*8 WEEKS prior to event** to allow time for design and production of marketing materials.  
 \*Production time is 5 to 10 business days or rush fees will apply.

**CUSTOMER/DEPARTMENT INFORMATION**







Name: \_\_\_\_\_ Department/Organization: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**EVENT DETAILS/DESCRIPTION FOR DESIGN**

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_  
 Time(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Event Description:

Design Concept: (Please describe and attach design examples, or previous artwork)

**Contact information to be included in design**

 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Would you prefer in person consultation? Yes  No  Does it need to be designed in UH Brand? Yes  No   
 Target delivery date for entire project? \_\_\_\_\_ Do you need a quote? Yes  No

**MARKETING REQUEST**

- Digital Screens (all included)
- Posters Qty: \_\_\_\_\_ Size: \_\_\_\_\_
- A-Frame Posters Qty: \_\_\_\_\_ Size: \_\_\_\_\_
- Brochures Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Folds: \_\_\_\_\_
- Bookmarks
- Business cards Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Single Sided  Double Sided
- Handbills Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Single Sided  Double Sided
- Yard Signs Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Single Sided  Double Sided  H-Wire Frames Qty: \_\_\_\_\_
- Vinyl Banners Qty: \_\_\_\_\_ Size: \_\_\_\_\_
- Buttons Qty: \_\_\_\_\_ Size: \_\_\_\_\_
- Dry-mounting Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Front  Back
- Laminating Qty: \_\_\_\_\_ Size: \_\_\_\_\_ Front  Back
- T-Shirts Qty & Sizes S: \_\_\_\_\_ M: \_\_\_\_\_ L: \_\_\_\_\_ XL: \_\_\_\_\_ 2XL: \_\_\_\_\_ 3XL: \_\_\_\_\_  
 Color of Shirt: \_\_\_\_\_ Front Design Colors: \_\_\_\_\_ Back Design Colors: \_\_\_\_\_
- Latex Balloons Qty: \_\_\_\_\_ Colors: \_\_\_\_\_
- Mylar Balloons Qty: \_\_\_\_\_ *(Contact office for design type on mylar (foil) balloons)*
- Weights Qty: \_\_\_\_\_ Color: \_\_\_\_\_