

CREATIVE BRANDING IS OUR THING



DESIGN REQUEST: EVENT POSTER PRINT
PROJECT SUBTITLE: IS&T STRATEGIC FORUM
CLIENT: DCo IS&T
DELIVERED ON: JUNE 1, 2016
SUBMITTED BY: BOBBIETTE PALMER

Project Name: IS&T Strategic Forum Event Design

June 1, 2016

Overview

IS&T of Durham County Government, request Bobbiette of Socialotus design an event poster and digital ad that maybe used to promote upcoming event IS&T Strategic Forum an internal employee event.

Goals

1. Design one 18 x 24 inch event poster with two creative rounds included for approvals
2. Deliver to sign shop for printing and mounting on foam board
3. Design 600 x 600 AD for NYCU Employee Newsletter

Specifications

Bobbiette will develop the designs and work with Durham County Government's General Services Sign Shop for the printing of the poster and delivery to IS&T by deadline. The sign shop will print and deliver the poster and will charge printing against IS&T's Departmental Charge Codes. (IS&T must provide those codes to either Bobbiette or the sign shop representative upon request.

Cost Estimate

Please see your online estimate and this summary below:

Design Services

Admin Services

*Print Shop Estimate will be approx \$10 or less for 1 poster and will be charged separately by sign shop.

Approx: 4 Hours

Flat Rate: \$200

Milestones

Begin Work on Designs - June 2

Design Approvals - June 3 - 4

Send to Sign Shop - June 3-6

Final Payment Due - Upon delivery to client and sign shop