

Bellevue College CAB

Publicity Request Questions

Use this document to prepare your responses to the questions covered in the online CAB Publicity Request Webform.

Requests for publicity materials created by the Campus Activities Board Graphic Designers should be submitted as soon as event details are finalized and approved. CAB's publicity services are reserved for events and activities for BC student organizations or sponsored by the Department of Student Programs only. Your club or program budget will only be charged for printing costs, not for any of the design work.

Print services notice: Campus Activities Board will email all finished projects to the submitted contact person for approval prior to sending to Print Services. CAB is NOT responsible for any errors once the final draft has been approved by the client, and we have no control over the Printing Services' production schedule.

Rush Jobs: Print jobs requested under 10 days will be subjected to a \$15 rush fee.

Food: Events with food paid by S&A fees must have posters up around campus at least 10 business days prior to the event!

Print Sizes	<p>Posters can be any size up to 11x17 and 70 copies. Club meeting announcements must be 8.5x11, up to 50 copies. Flyers 4 per letter sheet: 4.25" x 5.5" ea or 4 per tabloid sheet: 5.5" x 8.5" ea.</p> <p>Banners 3' wide x any length in ft. Plasma Image 8.5x11, landscape orientation. Poster mounted on Foamboard up to 2' x 3'. All jobs require a minimum of 14 business days production time, except Buttons, which require a minimum of 15 business days production time.</p>
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Print Cost Worksheet			
Set-up charge	\$ 1.50	Color Posters	
Cutting fee (flyers)	\$ 2.00	Letter (8.5x11)	\$ 0.45/ea
Plasma image	\$ 15.00	Tabloid (11x17)	\$ 0.65/ea
Buttons		Foamcore Mounting Board	
50 small \$0.70/ea	\$ 35.00	White	\$ 2/sqft
50 large \$1.00/ea	\$ 50.00	Black	\$ 2.50/sqft
B&W Posters		Paper Banner (In-house produced)	
Letter (8.5x11)	\$ 0.04/ea	White background	\$ 2/sqft
Tabloid (11x17)	\$ 0.07/ea	Color background	\$ 5/sqft

Section 1: Contact Information and Event Details

Provide all of the basic contact information and event details

Your Name

Your Email

Your Phone

Job Due Date

When are the materials needed by?

CLUB/PROGRAM(s)

If this event is being hosted or sponsored by more than one group, please list all that you want to be publicized.

Advisor Name

Event Title

Exactly as you want it to appear on flyer

Date(s) of Event

If this is a series, please list all dates

Event Time

Event Location

If online event, enter web address or social media platform hosting event (ex: Facebook Live)

Detailed Description of the Event or Activity for Marketing

Description should be ready for print

RSVPs or Tickets Required?

Provide all instructions to make a reservation or who to contact

Target Audience

- Students
- Staff/Faculty
- Alumni
- Open to the public

Section 2: Product specifics and Print Requests

Provide specifics on products being requested and printed materials

Products Requested (choose up to 2)

- 8.5 x 11 letter sized flyer (print use)
- 11 x 17 tabloid sized flyer (print use)
- 1080 x 1080 square image e-flyer (Instagram/Facebook use)
- 1080 x 556 landscape image e-flyer (Instagram/Facebook use)
- 1080 x 1350 portrait image e-flyer (Instagram/Facebook use)
- 1920 x 1005 event cover image (Facebook use)
- Other Products or Needs:

Print Materials Requested

Refer to print cost worksheet for pricing and quantities

Printing Services REQUEST CENTER TASK ID

If applicable

Printing Services Invoice No

If applicable

Use ASG Club-funded Budget #1902 (maximum \$50)

Yes/No

Additional Comments or Requests

Please upload a sketch of your idea, necessary logos, or accompanying images you'd like to be used in the design. If you encounter any difficulties uploading, feel free to email CAB@bellevuecollege.edu.