

**Miami Dade College
InterAmerican Campus**

GRAPHICS PRODUCTION AND DISTRIBUTION REQUEST
(Per Poster Design)

CHECKLIST

Make sure you list the....

_____ Date and Time of Event	_____ Sponsoring Department(s)
_____ Place/ Location of Event	_____ Contact Information (phone #)
_____ Board of Trustees	_____ MDC InterAmerican Campus Logo
_____ Title of Event	

Approving Office **Initials & Date** *(Initials on attached design mock-up as well)*

Dept. Chairperson/Assoc. Dean/School Director _____
Office of the Dean _____

Media Services Printing/Design Deadlines:

1 week minimum for pre-designed materials (depts.. submit artwork)
1 week minimum for design requests

FLYER DISTRIBUTION

Will this piece be distributed in the community? Yes No

(If yes, must indicate Board Membership, ADA and Foundation information)

Internal distribution only

_____ Mailroom (Mass Distribution)	_____ ACCESS (1111)
_____ Library (1116)	_____ Student Services (1117)
_____ Speech Lab (1218)	_____ Writing Lab (1209)
_____ Computer Courtyard (1217)	_____ Faculty Mailboxes
_____ Post on all Bulletin Boards	_____ Language Lab (1218)
_____ InterAmerican Plaza	_____ New Student Center (1106)
	_____ Other <i>Please specify</i> _____