

# Beaufort County Community College Media/Graphics Department Request Form

DATE REQUESTED: \_\_\_\_\_ DATE NEEDED: \_\_\_\_\_

PERSON REQUESTING: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

QUANTITY NEEDED: \_\_\_\_\_ DATE COMPLETED:(office use only) \_\_\_\_\_

JOB (Specific description of work): \_\_\_\_\_

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

## GRAPHIC WORK

- \_\_\_\_ 8 1/2 x 11 flyer
- \_\_\_\_ 11 x 17 poster
- \_\_\_\_ 2 fold brochure
- \_\_\_\_ 3 fold brochure
- \_\_\_\_ spray mount
- \_\_\_\_ laminate
- \_\_\_\_ transparency: b/w \_\_\_\_\_ color \_\_\_\_\_
- \_\_\_\_ advertisement: size \_\_\_\_\_
- \_\_\_\_ publication

## POSTER PRINTER

- color of letters on white  
(please check)
- \_\_\_\_ blue \_\_\_\_ red \_\_\_\_ black
  - \_\_\_\_ black letters on ivory
  - \_\_\_\_ spray mount
  - \_\_\_\_ acetate
  - size: \_\_\_\_\_

## PHOTO REQUEST

- \_\_\_\_ take photo: when \_\_\_\_\_ where \_\_\_\_\_
- \_\_\_\_ digital
- \_\_\_\_ black & white
- \_\_\_\_ color print
- \_\_\_\_ color slide
- \_\_\_\_ enlargement
- \_\_\_\_ scan photo or artwork

## VIDEO WORK

- \_\_\_\_ duplicate tape
- \_\_\_\_ edit tape
- \_\_\_\_ video tape (seminar, classroom,  
special events, etc.)
- \_\_\_\_ video output to print

## AUDIO CASSETTE DUBBING

- \_\_\_\_ side one only
- \_\_\_\_ side two only
- \_\_\_\_ both sides

## MULTIMEDIA PRESENTATIONS

- \_\_\_\_ PowerPoint presentation
- \_\_\_\_ design
- \_\_\_\_ update
- \_\_\_\_ train
- \_\_\_\_ write to CD or DVD  
Presentation
- \_\_\_\_ audio
- \_\_\_\_ voice over
- \_\_\_\_ write to CD or DVD

## WEB PAGE DESIGN

- \_\_\_\_ design page
- \_\_\_\_ update
- Internet \_\_\_\_\_
- Intranet \_\_\_\_\_

## DISTANCE EDUCATION

- \_\_\_\_ Blackboard
- \_\_\_\_ Syllabus

**ALL WORK WILL BE DONE ON A FIRST COME, FIRST SERVED, BASIS.  
TWO DAY PRIOR NOTICE REQUIRED FOR ALL WORK ORDERS.  
SEND REQUEST ORDERS TO: TRICIA WOOLARD, COORDINATOR OF MEDIA/GRAPHICS SERVICES,  
BUILDING 5, LOWER LEVEL, ROOM 6.**