



GRAPHICS DEPARTMENT

Design Services Guidelines

In order to streamline the graphics services offered to the Saddleback College community, the Graphics Department provides design services free of charge. Exceptions will be made for Community Education, ASG, IVC, ATEP, SOCCCD, and Foundation fundraising efforts. While there will be no charge for graphics staff time, charges will be applied for rush jobs and other expenditures such as printing and supplies (e.g. signage materials).

Because this courtesy is being offered, your cooperation in providing organized work in a timely fashion to the graphics staff is appreciated and necessary in order to continue free design services. The following rules are now in effect when submitting requests to the Graphics Department.

1. Please fill out a **Graphics Department Request Form** (available online at www.saddleback.edu/fs/graphics) and email it to scgraphics@saddleback.edu. Provide as much information as possible on the form. **An account number will be required if fees for materials and printing costs will be applied.** If printing is to be done off campus a PO will be necessary.
2. After the submission of your request, the project will be assigned to a graphic designer, who will contact the requester for additional information, if needed, to complete the assignment. The designer will notify the requester for proofing and once the job is completed.
3. Please call ahead of time rather than drop-in. We will schedule meetings if needed to discuss new projects.
4. Please provide all relevant information on the request form and/or to the designer as soon as possible. Give as much information as you can, even if you are waiting to iron out additional details. For some projects, not all details (such as dates and times of events) are immediately required. The designer can always start on the “shell” of the project while you decide on additional information. This will enable the staff to expedite completion of your request.
5. When you need design services, or are planning an event and will need the help of a graphic designer, be sure that your request is submitted well before your event deadline. The Graphics Department has multiple jobs at any given moment that are all time-sensitive.

In the event that a last-minute request cannot be avoided, a rush charge of \$40/hour and — if necessary — overtime will be applied. “Last minute” is defined as requests that are made outside of the time parameters that have been established.

The time needed for the graphics staff to complete requests is as follows (in working days):

Certificates: 5 days

Flyers: 5 days

Posters: 10 days

Postcards: 10 days

Advertisements: 10 days

Signs: 15 days

Business cards: 5 days

Brochures: 20 days

Forms: 10 days

Logos: 20 days

Programs: 20 days

Invitations: 15 days

Sports Media Guides: 20 days

Updates to previous files: 5 days

These timelines are subject to change depending on the workload of the graphics staff when requests are made. If the timeline of your request needs to be changed, you will be notified when your request is submitted.

Graphics Department

949.582.4510

scgraphics@saddleback.edu