

Requesting Print or Web Services

College of Business
Louisiana Tech University

Current printed materials as well as an up-to-date, evolving website are vital for programs in the College of Business. In order to provide these services in a timely manner for all units and to facilitate the development/update of materials, a procedure for requesting services of the College's design/production team has been developed and is presented below.

(1) Submit Request in Written Form

An Project Request Form must accompany all requests. This form is available in CAB 105 or may be downloaded from the web at the following address: <http://www.business.latech.edu/fac-staff/policies.htm>.

(2) Project Logged In

Upon receipt of the request form, the project is logged in and placed on the Production Calendar. Priority is given to the College's major projects. If a meeting is deemed necessary, you will be notified. In consultation with the Dean, the Information Technology Officer prioritizes and schedules projects. If the current production schedule cannot accommodate your requested completion date, the design team will work with you on alternate options.

(3) Scheduling Your Project and Turnaround Time

Certain projects, such as the quarterly web updates or major College of Business events will, of necessity, be high priority; therefore, it is recommended that projects be planned as far in advance as possible. Other projects being managed by the design team may also affect the production schedule. Every effort is made to produce each publication in a timely, efficient manner, but occasionally major events such as the Professor for a Day or Business Awards Breakfast may take precedence.

The following are general timeline expectations for basic publications. Timelines vary and are quite dependent on previously scheduled production commitments. Please submit requests following the suggested timelines.

ITEM	Recommended Submission Timeframe
Web updates & pages	1 – 2 weeks prior to date needed
Flyer	2 – 4 weeks prior to date needed
Poster	2 – 4 weeks prior to date needed
Brochure	3 – 6 weeks prior to date needed
Signage	3 – 6 weeks prior to date needed
Reprint of Materials	3 – 4 days prior to date needed
Color Printing of files	3 – 5 days prior to date needed
Revisions/ Updates of publications	2-6 weeks prior to date needed, depending on the complexity of the project and the types of changes

Note on Project Process:

Planning

All phases of the process – the concept, editorial content, design, and production – are important in achieving a high quality product within a specific budget and time frame. The following steps are needed for most projects:

Step 1: Planning

Step 2: Meet with design team; build a production timeline*

Step 3: Begin assembling and preparing the content of the publication

Step 4: Design and formatting begin

Step 5: Proof product

Step 6: Revision produced

Step 7: Final review

Step 8: Printing/reproducing

* Production timeline includes dates to:

- Submit all original (and final) materials to the design team
- Review design concepts
- Select or arrange for final art/photography
- Review and revise text, layouts, artwork
- Select colors, paper, and printing/copying options
- Proof final pages and making corrections
- Approve job
- Publish, Print, & finish job
- Job delivery