

# COMS.DESIGN BRIEF TEMPLATE

Design briefs must be submitted **4-5 weeks** before the date of any given event. Please fill out this document and return to [craig.packer@strath.ac.uk](mailto:craig.packer@strath.ac.uk). You will receive artwork for proofing within 1-2 weeks of the brief being received.

Please note there is no charge for this service.

## NAME

## MARKETING MATERIALS REQUIRED

Please list the promotional materials you require and if printing is needed please state quantities & sizes.

## EVENT DETAILS

What is the date & time(s) of your event?

What is the name of your event?

Where is this taking place?

Is there a cost to attend your event and if so, where can entry/tickets be purchased?

## DESCRIPTION

Please give a description of your event as it should appear on your promotional materials.

A minimum of 2-3 sentences is required (remember you are trying to sell your event)

## DESIGN

If you have any design specifications (colours, images, style, theme etc) please list. If you do not have any specific design requirements then please state so.

## PRINTING OPTIONS

Print is available for all artwork requests. There are two options available.

**1 - Black & white printing** - This a free service is available from L7 of the Association. Please see L7 for details.

**2 - Full colour printing\*** - Done through an external printers. A full, professional printing service is available.

\* Please check you have available funds before colour print ordering

### A2 POSTERS

X 200 - £230

X 250 - £235

X 300 - £250

X 500 - £288

### A3 POSTERS

X 50 - £70

X 100 - £85

X 150 - £96

X 200 - £128

### A5 FLYERS

X 1K - £155

X 2K - £215

X 2.5 - £235

### A6 FLYERS

X 500 - £70

X 1K - £140

X 1.5K - £155

X 2K - £169

For a custom quote, please email:  
[craig.packer@strath.ac.uk](mailto:craig.packer@strath.ac.uk)