

Public Design

A SERVICE OF THE ALBERTA COLLEGE OF ART + DESIGN

APPLICATION FORM

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Who will be the official contact person(s) who will make all decisions on the job?
Please list this person if it is different than the name above.

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Will there be a committee involved in the final decision-making? Yes No

Describe the design project your organization needs, being specific about all of the component pieces (for example, logo design with stationery package or website re-design).

What is the main goal(s) for this project? ie; fundraising, publicity for an event or program; public education, etc.

Who is the primary target audience for this project? Describe gender, age, income, education, regional, local, international, and other information about the group of people that your organization is trying to reach.

Please complete the following two-page application form and submit it to ACAD by September 1st.

Check if applicable

I am not certain of the exact project at this time, however, I wish to make sure my organization is registered for this year's Public Design Program. I understand I must confirm the specifics before the first week of September.

ALBERTA COLLEGE OF ART + DESIGN

ACAD

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What is the total budget for the job, not including the Public Design fee (\$500 per student)?

What media is this project to be completed in? i.e. produced in-office (for example, photocopied brochures) or sent to a printer; website; on-line advertising etc. ?

What is the final deadline for this project to be completed?

Please note, students must complete final design files by mid-December in order for them to receive final grades.

If your deadline is later, please describe the circumstance.

Will the project require photography and/or illustration, programming, copywriting/technical or promotional? Will you be supplying this, or will it need to be coordinated by the Public Design Program? Please give details.

Does this project have to be consistent with other existing materials, or is it a brand new approach?

Are there any design or production limits to the project? ie: size, fonts, number of colours, folds, one-sided or two-sided printing, transportability, etc. Please describe.

Is there an existing logo that must be used? Yes No

Will you be able to supply the students with a digital file of the logo? Yes No

Do you have a marketing plan? If so please include it in this application. Yes No

In signing I understand and agree to the conditions of the application including the \$500 fee per student assigned.

Print Name:

Client Signature:

Date:

**Deadline for Applications:
September 10th**

Questions?

Please call Scott Cressman at
403.613.3142

Fax Application to:

Public Design Program
Attn: Scott Cressman
Fax: 403.289.6682

Please note: Successful applicants will be notified early in September. The information gathered in this questionnaire is for planning purposes only. A student or team of students will be assigned to you and will meet with you to clarify all of the details of your project in person. Your team or student will contact you during the third week of September.