

University of Louisville Campus Housing Design Request Form

This form is intended for internal use only by Campus Housing staff. Before completing this form, please read all the details below. You can find example dimensions at the bottom of this page.

Logos and Brand Compliance

1. Our team is unable to use any UofL logos that have not be pre-approved by the Office of Marketing and Communications.
2. Please ensure the quality of your logo prior to submitting. We are unable to include any logos which are pixelated or otherwise distorted.
3. If you would like a UofL Campus Housing logo included on your document, please download the logo from our “Logos” folder and attach it with your request.
4. For more information on university brand compliance, please review our “UofL Brand Standards” folder.

ADA Accessibility

- Our team strives to make all digital and print creations accessible in accordance with ADA guidelines. Review our “Accessibility” folder on CardBox to learn more.

Request Process

1. This form may be accessed from the following CardBox location: “Housing”> “Professional Staff” > “Marketing and Communications” > “Graphic Design” > “Graphic Design Requests”
2. Please email all completed forms to the Assistant Director of Marketing and Communications.
3. The AD of Marketing and Communications will follow up with you via email to propose our “completion” or “delivery” date. We will not proceed until you confirm that this date works for you.
4. All completed projects will be placed in the “Graphic Design Requests” folder and shared with you when complete. Please do not delete the file(s) from this folder.

Example Dimensions



1x1



4x3



16x9

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Name:

Email:

Medium & Dimensions

Choose at least one medium below, then select the desired dimensions

Flyer	Poster	Social	Other
Full 8.5x11in	Width in	4x5	
Half	Height in	Square	
Quarter		16x9	
		Engage Banner	

Event Info

Event Title:

Event Description:

Date & Time:

Location:

Additional:

Assets and Design

Required Assets: (Photos, Logos, QR Codes, etc.)

Please attach any required logos, photos, or any other assets needed with this form. Any attached logos must be transparent PNG files, and any photos intended for print must be high resolution (200 or higher DPI).

Design: (Style, Colors, Graphics, etc.)

Please attach any inspiration with this form or include web links above.

Target Deadline

Desired Deadline:

Please note, we prioritize projects and we may not have a design by the desired time frame.