Campus Graphics and Public Affairs and Communications

Customer Pre-Production Checklist

Logistics

☐ Are you the originator of this job? Yes or No.
If no, please forward checklist to the originator.
The originator will receive and approve all proofs, sign for delivery, and approve for payment processing.

☐ Has the FOAP been identified? Does this FOAP require a purchase order? PO# _____

☐ Is a cost estimate required? Who should receive for approval?
_____

☐ By when do you need your job in your audience's hands?
If your job requires, assistance with messaging, Spanish translation, photography, and/or is being mailed via the USPS, additional time will need to be included in your production timeline.

☐ If your job is regarding an event or information that needs to be promoted, complete a Publicity Request form available on the Public Affairs myHancock portal page.

Text

☐ Is the text final for your designed/printed piece?
If you need assistance creating the messaging, contact the Public Affairs office.

☐ Have you spell/grammar checked your text?

☐ Is Spanish translation required?
If yes, please email final text to PAC Coordinator Vicki Hernandez for translation. Allow five working days for translation to be completed.

Design

☐ Who is your intended audience? _____
_____

☐ Photos: Have you identified actual photos you want used?
Photos must be at least 150 dpi at the final size they are to be reproduced.

☐ Need photos taken?
Submit a Photography Request to Photographer Kevin Boland five working days prior to needing the photo(s). The Photo Request form is available on the Public Affairs myHancock portal page.

☐ What is the final physical size of your job i.e. 8.5 x 11?

☐ What is the purpose and intended feel of your design?
For example, will the design be used in a digital setting, such as a social media platform, or is it a flyer or poster meant to generate interest in an event. Note: finish size does not always indicate design purpose.

PowerPoint

☐ Can CG change the style or look of your PowerPoint?

☐ Must all AHC PowerPoints use AHC Graphic Standards?

☐ Can CG replace graphics and fonts in your PowerPoints?

Printing

☐ What is the print quantity of your job? _____

☐ Is this to be printed in black ink only or full color?

☐ Is the final piece one sided or two sided?

☐ What kind of binding do you need (i.e. coil binding, spiral binding, etc.)?

☐ What kind of paper would you like? Bond? Cover? Gloss? Matte?

☐ Do you require a hardcopy proof before we print?

☐ Who will pick up your completed job?

☐ Is there anything else we need to know about your job?
_____
_____
_____
_____

Mailing

☐ Provide your mailing list to Campus Graphics as a comma delimited (.csv) Excel file.

☐ Does your mailing job require an envelope? Yes or No. If yes, what size envelope? _____

☐ Do you want the mailing address printed directly on the envelope? Yes or No

☐ Is there anything else you want printed on the envelope?

☐ Print envelope in black ink only or color?

Bulk Mail (200+ pieces)

☐ Request Permit 45 indicia be printed on the envelopes.

☐ Contact Mailroom Supervisor Ageo Olivera-Angon for bulk mail assistance.

☐ As soon as mailing list is finalized, determine amount of postage and process a purchase request and check request payable to USPS Permit #45. The deposit must be made at the Santa Maria Post Office prior to or along with the mailing being delivered to the post office.

☐ If working with an outside vendor to prepare the bulk mailing (i.e. VTC Enterprises), request a quote for bulk mail sort and prep and process a PR for the vendor along with the PR for the check to the post office.

☐ Make arrangements to have your mailing delivered from Campus Graphics to the AHC mailroom or the outside vendor.

Questions? Contact Campus Graphics at 1-805-922-6966 ext. 3447 or Public Affairs at 1-805-922-6966 ext. 3382.