

Design and Print Production Schedule

Project Name: **John Tarleton brochure**

Contact person: **John Tarleton, director of the university**
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In-hand deadline: **Monday, July 5**

Project Scope

The following specifications will be used for the Summer 2010 John Tarleton brochure:

- a. Amount to be printed
- b. Amount to be mailed if applicable — Mailing list
- c. Size of publication
- d. Full color or black and white
- e. Bleed or no bleed
- f. Copy
- g. Photos
- h. Paper stock: Gloss, Matte, etc...

Project Timeline

Date (subject to change)	Task	Point person
May 10	<ul style="list-style-type: none">• Design request made; Photographs needed	John Tarleton
May 17	<ul style="list-style-type: none">• Photographs collected for project	Alyson
May 24	<ul style="list-style-type: none">• All edited copy due to Alyson• Files sent to the designer	John Tarleton Alyson
June 7	<ul style="list-style-type: none">• Files received from the designer for proofing; Alyson will forward the files. Only one proof allowed.• Print bids sent out by Alyson	Alyson/John
June 14	<ul style="list-style-type: none">• Review & provide revisions back to Alyson to send to the designer• Prepare RTP for printing	John Alyson
June 21	<ul style="list-style-type: none">• Files sent to the printer	Alyson
July 5	<ul style="list-style-type: none">• Project back from the printer and available for pick up and/or delivery from Central Receiving	John