Greater Happens Here
Office of Communications and University Relations

VSU Graphic Request Form

Please fill in the required areas

Submit completed form to announcements@vsu.edu.

1. Name:

2. VSU email:

3. Department:

4. Has your graphic been approved by your supervisor? YES ☐ NO ☐

5. Has your content been reviewed by your team for accuracy?
   This will prevent multiple requests for edits for completed graphics. YES ☐ NO ☐

6. Verbiage for your graphic (written as you would like it to appear)
   Please include date, time, and location for events and review verbiage for accuracy, spelling, and grammar.

7. Graphic purpose: ☐ *Digital (Email, Web, or Social Media)* ☐ *Print*

8. Additional instructions for your graphic:

NOTE: PLEASE ALLOW UP TO 48 HOURS FOR COMPLETED GRAPHICS.
*Please review your entire submission very carefully. Our office will provide **one** additional edit after graphic completion.*

We have stock photos for usage on graphics, however if you have specific photos that you would like used (logos, speaker photo, etc), please attach it to the email.

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