Office of Campus Activities and Programs

JOB TRACKING FORM

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Before you begin, have all content prior to completing form. One initial design followed by two revisions will ensure timeline guidelines are met. After that point, deadlines cannot be guaranteed. Allow a minimum of two weeks for turnaround, with a typical turnaround in 7-10 days.

CHECK JOB TYPE (ONE PER FORM):

☐ BANNER ☐ BROCHURE ☐ BUSINESS CARD ☐ FLYER ☐ LOGO ☐ POSTER ☐ OTHER

FAMILY FRIENDLY?
☐ 18+ ☐ 13+ ☐ All ages

DIMENSIONS OF DOCUMENT: _______ x _______

COLOR SCHEME: ☐ FULL COLOR ___________________________ ☐ BLACK & WHITE

__________________________________________________________________________

STUDENT ORGANIZATION: ____________________________

CONTACT NAME: ____________________________ PHONE: ________________

E-MAIL: ____________________________

SUBMISSION DATE: ______________________

DESIRED DATE COMPLETED (MUST BE 2 WEEK PRIOR NOTICE): ______________________

__________________________________________________________________________

JOB DETAILS

EVENT NAME: ____________________________

EVENT DATE: ____________________________ EVENT TIME: ________________

EVENT LOCATION: ____________________________

DESCRIPTION: ____________________________

__________________________________________________________________________

FOR INTERNAL USE ONLY

Assigned to: ________________ Received: ________________ Completed: ________________