DESIGN PROCESS FOR PRINTED MATERIALS

1. Campus client meets with OCM to discuss scope of project, target audience, messages, photography needs, etc.; bring completed project overview form; bring samples of printed pieces you like, if possible.

2. Client provides all FINAL copy (already approved by everyone that needs to approve it) and hi-res images (300 dpi) to OCM; all copy should be in one Word document, including photo caption copy; note where images are to be placed; do not embed images in Word doc; provide images on a disk. OCM begins design and layout once we have all copy and photos. Client provides print quantity.

3. OCM will edit copy

4. OCM provides comp layout for client review; client provides OCM with feedback

5. OCM makes necessary revisions if needed

6. Client reviews revised comp

7. OCM provides printing quotes; client approves cost and print quantity

8. If comp approved, OCM sends to printer *

9. OCM reviews proof from printer

10. Completed job ships to client

   *Client will be invoiced by the outside printer (FOAP cannot be used for outside vendors).
   We will need "ship to" and billing address/contact.

   All printed materials must be approved by OCM prior to printing. OCM provides an "approval to print form."
   Invoices must be accompanied by this form for PPS to process payment.