CONTACT: Adriene Simon 844-7142 or curenal@auburn.edu

The Office of External Affairs offers design, and print services to CLA faculty, departments, programs and events. If you would like our assistance, please contact Adriene Simon via email at curenal@auburn.edu for an evaluation of your project to determine if we can assist you. If we cannot assist you (usually due to current workload or timing), we will work with you to find an alternate solution.

Our office can assist you with the following: Invitations, Postcards, Brochures, Programs, Posters, Flyers, Advertisements and Large Scale Signage.

Each request is accepted on a case-by-case basis, considering need, scope, timeframe and the designer’s current workload. A face-to-face meeting will follow the initial request.

Timeline for projects:
- Event postcards and invitations: All information is due 6 weeks prior to event
- Flyers and Brochures— All information is due 4 weeks prior to deadline
- Special projects (programs, ads, certificates, etc.) – All information is due 3 weeks prior to deadline
- Web design – Depends on size of project and graphic designer’s current workload

(Requests for items outside the parameters above will be considered on a case-by-case basis.)

Most graphic design requests require several weeks advance notice before they are due, and all details and materials must be provided to the graphic designer including pictures, edited text, captions, files, quantities, and billing information.

The graphic designer is responsible for the design work, all proofs, and final approvals. All content is the responsibility of the client providing the information. The graphic designer cannot be held responsible for incorrect information provided such as incorrect dates or locations, misspellings, picture misidentification, etc.

The graphic designer will provide a printed proof to the client for his/her approval. The graphic designer will work with outside printers to ensure high-quality and accurate printing. The client will be required to provide a billing FOP and delivery location. If the project will be printed in-house, the client is responsible for printing.

For more information or if you have questions about this policy, contact Adriene Simon, curenal@auburn.edu.