

# Graphic Design Job Ticket Instructions

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## Submitting a Graphic Design Job Ticket

**On Campus:** NCCC FYI home page > Public Relations > **IssueTrak Login**

**Off Campus:** NCCC home page > Faculty/Staff > **IssueTrak Login**

1. Click on **IssueTrak Login**
2. Log in with your College provided username and password.
3. Click on **Submit Issue**.
4. Type a brief description of what the issue is about for the **Subject**.
5. Then, in the **Full Description** box, providing specific details, explain what the issue is.
6. To choose an **Issue Type** click on the **Down Arrow** to show the options, select **Graphic Design**.
7. Choose applicable **\*Sub-Type (see page 2)** by clicking on the **Down Arrow** that will give more specific options pertaining to your **Issue Type**.
8. If you have a specific time frame in which you need the issue completed, please enter a **"Required By Date:"** You can use the Calendar to the right of the field to determine and select a date. **AT LEAST 14 WORKING DAYS IN ADVANCE.**
9. If you have no files to attach, skip to number 11.
10. **Check the checkbox** at bottom of form that says, **'Include Attachment'**.
11. Click on **Submit Issue**.
12. Attach related project files to complete the design job.
13. Click on **Save** to complete your Graphic Design Job Ticket.

## \*Sub-Type

When requesting Graphic Design work, please make note of the following options as they are the considered 'Sub-Type' of Graphic Design job tickets **that can be submitted.**

<ul style="list-style-type: none"><li>• Advertisement</li><li>• Banner</li><li>• Book/Booklet</li><li>• Brochure</li><li>• Business Card</li><li>• Business Reply Mail</li><li>• Certificate</li><li>• Envelope</li><li>• Flyer</li><li>• Form</li><li>• Graphic</li></ul>	<ul style="list-style-type: none"><li>• Information Sheet</li><li>• Invitation</li><li>• Newsletter</li><li>• Notepad</li><li>• Postcard</li><li>• Poster</li><li>• Program</li><li>• Self-Mailer</li><li>• Sign</li><li>• Tickets</li></ul>
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### Specific Questions to Ask Yourself:

#### ***Banners***

- Text to be included.
- For use indoors or outdoors
- Grommets or no grommets
- Size of banner
- Material

#### ***Brochures***

Brochures consist of three categories:

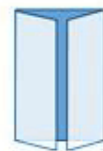
- Text to be included.
- Size (dimensions)
- Orientation (landscape or horizontal)
- Tri (letter) fold
- Z-fold
- Gate Fold (3 Panels)



Tri (Letter) Fold



Z Fold



Gate Fold (3 Panels)

## ***Book / Booklets***

Please Specify:

- Text to be included.
- Size (dimensions)
- Number of pages
- Bindery type

## ***Flyers***

Please specify:

- Text to be included.
- Flyer orientation i.e. landscape or portrait
- Size (dimensions)

## ***Invitations***

Please specify:

- Text to be included.
- Number of pieces of invitation package i.e. (RSVP card, envelope).
- Size (dimensions)

## ***Postcards***

Please specify:

- Text to be included
- Choose one of our standard postcard sizes:
  - 6 x 4.25
  - 8 .5 x 5.5
  - 10.25 x 4.25

## ***Posters***

Please specify:

- Text to be included
- Poster orientation i.e. landscape or portrait
- Size of banner (dimensions)

## ***Signs***

Please specify:

- Text to be included
- For use indoors or outdoors

- Sign orientation i.e. landscape or portrait
- Size of banner (dimensions)
- Finishing Options
  - Laminated
  - Laminated with Grommets
  - Mounted on Foamcore

### ***Tickets***

Please specify:

- Text to be included
- Numbered or perforated
- Dimensions of ticket