

**AT LEAST 14 DAYS** BEFORE DATE REQUIRED

CONTACT INFORMATION (PLEASE PRINT CLEARLY)	
Name	
Position	
Group	
Phone	
Email	

Continue below

The following information was obtained from the review of the records of the Department of Health Services, Division of Public Health, regarding the investigation of the case of the patient who died on May 1, 1968:

PROJECT INFORMATION (PLEASE PRINT CLEARLY)	
Project Name	
Date Submitted	
Date Required	
Quantity (YFS jobs only)	

☐ **Logo: vector image**

☐ **Poster: 11x 17"**

☐ **Flyer: 3.75x5.75"**

☐ **Postcard: 4x6"**

☐ **Banner: 3x6 feet (or any smaller dimension).  
If smaller, please specify size: \_\_\_\_\_**

☐ **Business Card: 3.5x2"**

☐ **Letter Size: 8.5x11"**

☐ **Ticket: 2x4"**

☐ **Other (please specify) \_\_\_\_\_**

**Size:** \_\_\_\_\_

**ACCOMPANYING DOCUMENTS SUBMITTED**

**PLEASE SEND ELECTRONIC COPY TO**  
**GRAPHICS@YFS.CA**

☐ Text ☐ Images ☐ Logo ☐ Design Reference

**FOR QUESTIONS AND CONCERNS  
EMAIL GRAPHICS@YFS.CA**

Date Received	Priority	Info Needed <input type="checkbox"/>	Meeting <input type="checkbox"/>	Feedback <input type="checkbox"/>	Completed
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# GUIDELINES

## TEXT IN WORD DOCUMENT

Please include all text & information you would like to include on the materials. All text should be proof-read and sent as a word document.

Generally text should include these following information:

Name of your event/campaign

Brief info highlighting important points of the event/campaign

Venue & Date

Contact information

## IMAGES AT 300DPI

We require images to be 300 DPI (dots/inch)

Images found online are only 72 DPI which is not sufficient for printing.

Images from cameras & high resolution images are preferred.

## LOGO HIGH RESOLUTION OR VECTOR

Please send all logos required in vector or high resolution format.

If you don't have these format, please make sure that the jpeg image is a large image.

## DESIGN REFERENCE

You may submit images as design reference for your materials.

This image does not have to be a high resolution image and can be found online.

Examples of such materials can be a poster, illustrations, a book cover or any visual materials.

## PRINTING

After you finish with the design process, here is a guideline to getting your materials printed.

For **community service groups printing**, please send the final file and printing instructions to [campaigns@yfs.ca](mailto:campaigns@yfs.ca).

For **clubs printing**, please have the final file on a USB stick and go to the YFS printing centre at **346 Student Centre**.

For **clubs banner printing**, please send the final file to [clubs@yfs.ca](mailto:clubs@yfs.ca). If you have a banner already designed and want to get them printed, please send the file directly to [clubs@yfs.ca](mailto:clubs@yfs.ca) to get it printed.