

## **STARS Design Services**

### **Layout, Design and Production**

The STAR'S provide a variety of design services to promote and enhance CGCC programs and services. We provide graphic design services including layout and design for flyers, posters, postcards, brochures, and web banners. Design projects may take up to 2-3 weeks to complete depending on the STAR'S workflow traffic. [We have examples of our printed design materials for your review prior to your starting your design project.]

To initiate your STAR project, contact **Tom Foster**. After project approval, make an appointment with one of the STARS to discuss further details.

### **Consultation**

Not sure of what or how you want your project to look? Call us at ext. **27266** or visit one of the STARS during office hours; we're here to offer help, creative ideas, and advice to make your project the most effective and as visually exciting as it can possibly be.

### **Proofing Policy**

Proofing is extremely important in the printing process. The client is responsible for proofing and approving all projects submitted to the STARS before they are sent to the printer. The STARS **are not responsible for anything overlooked in the proofing process** (e.g., spelling, punctuation, grammatical errors, etc.).

## **Photo Shoot Policy**

### **STAR program photo shoots include:**

(Limited to Pecos, Williams & Sun Lakes Campuses)

- Special Events
- Campus Shots
- Class Projects
- Classroom Activities

### **Purpose**

The purpose of this policy is to allow the STARS to meet the needs of our CGCC clients in a more efficient and effective way and to ensure a fair process for photos taken by and through the STAR program. It is the responsibility of the client, through Tom Foster, Director of the STAR program, to assure that the following procedures are appropriately supported, respected, and enforced. **It is expected that clients will abide by these policies.**

### **Procedure**

1. All clients must request photo shoots through;  
***Tom Foster 480.732.7179 or  
tom.foster@cgcmail.maricopa.edu***
2. Purpose of the photo shoot need to be as specific as possible. For example:
  - What are the photos going to be used for?
  - How many photos are needed?
  - Are they for print, web, or both?
  - What is the overall goal of the photo shoot?
  - Will the photos be available for marketing purposes?
3. **Photo shoots should be scheduled at least 2 weeks in advance.**
4. If you are requesting a photo shoot for a specific class, the instructor for the class must be informed by the requestor prior to the photo shoot and have the model release(s) ready before the photos are taken.
5. If the STAR student cannot make a scheduled photo shoot, we will do all we can to cover the assignment and notify the client.
6. **Times, dates, and location should be specified prior to the photo shoot.**

### **EMERGENCIES ONLY:**

In extreme unforeseen circumstances, we will attempt to cover an emergency event. These photo shoots require at least one-day notification. It is very difficult to accommodate your emergencies. Please plan your projects accordingly.

### **Final Product:**

- All photos will be in digital format.
- We regret that we do not have full resources to print photos, therefore, we will only print contact sheets.