



List of Services

as of August 2023

Custom projects available upon request. Please allow 48 hours to receive estimates for projects.

Packages	Hours/ Lead Time	Campus Department Cost	Non-Affiliate Cost
Design + Print Event Package: up to 10 design hours qty 6, 24" x 36" directional signs 1 week digital advertisement qty 3 frame rental – plastic A-Frames or metal frames	10 hours of design, 10 day lead time for printing, 10 day lead time for digital ads	\$1,590	\$1,825
Print Only Event Package: ALL DESIGNS PROVIDED BY CLIENT qty 6, 24" x 36" directional signs 1 week digital advertisement qty 3 frame rental – plastic A-Frames or metal frames	10 day lead time for printing, 10 day lead time for digital ads	\$690	\$925
Conference Package: up to 15 design hours qty 6, 24" x 36" directional signs qty 2, 33" x 81" retractable banners qty 100 name tags + lanyards with plastic sleeves (4" x 3" or 4" x 5.5" name tags, 1/2" cotton with bulldog clip w/ 1-color imprint logo) 1 week digital advertisement qty 3 frame rental – plastic A-Frames or metal frames	15 hours of design, 10 day lead time for printing, 15 day lead time for name tags + lanyards, 10 day lead time for digital ads	\$3,050	\$3,285
Conference Print Package: ALL DESIGNS PROVIDED BY CLIENT qty 6, 24" x 36" directional signs qty 2, 33" x 81" retractable banners qty 100 name tags + lanyards with plastic sleeves (4" x 3" or 4" x 5.5" name tags, 1/2" cotton with bulldog clip w/ 1-color imprint logo) 1 week digital advertisement qty 3 frame rental – plastic A-Frames or metal frames	10 day lead time for printing, 15 day lead time for name tags + lanyards, 10 day lead time for digital ads	\$1,700	\$1,935



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À la carte Items	Hours/ Lead Time	Campus Department Cost	Non-Affiliate Cost
Design Hours (general)	3 hour minimum	\$90/hour	\$90/hour
Invitation Design	3-6	\$90/hour	\$90/hour
Invitation Print	10 day print lead time	custom	custom
Event or Conference Brochure or Agenda Design	3-10	\$90/hour	\$90/hour
Event or Conference Brochure or Agenda Print	10 day print lead time	custom	custom
Retractable Banner	3-6	\$180	\$180
Table Signage/Numbers	3-10	custom	custom
Table Cloth Design (w/ logo)	1-3	\$300	\$300
Digital Advertising	10 day lead time	\$150 per week	\$250 per week
Stickers	5 day print lead time	custom	custom
Swag Items	30 day production lead time	custom	custom
Student Photographer/Videographer	1-2	\$80/hour	\$80/hour
Step & Repeat Banner	10 day print lead time	\$450	\$450
Certificate Design	1-3 hours	\$90/hour	\$90/hour
Certificate Printing on Cardstock	5 day print lead time	\$1.50 per sheet	\$2 per sheet
Slide Deck/Presentation Design	4-8	\$90/hour	\$90/hour
Instant Photo Printer & Backdrop standard set up (2 hour minimum)	Coincide with event hours	\$150/hour	\$150/hour
Art Studio Services			
Screen Printing Bike (up to 100 people)	10 day lead time for artwork, 2 hour event	\$400+	\$600+
Craft Project (up to 100 people)	10 day lead time, 2 hour event	\$400+	\$600+
Self-directed Art Kits (up to 500 kits)	10 day lead time	\$400+	\$600+



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Event Package



(a, b)



(c)

Design + Print Event Package includes:

up to 10 design hours - *not included in Print Only Event Package*

qty 6, 24" x 36" directional signs (a)

qty 3 frame rental - plastic A-Frames or metal frames (b)

1 week digital advertisement (c)



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Conference Package



(a, b)



(c)



(e)



(d)

Conference Package :

up to 15 design hours - *not included in Conference Print Package*

qty 6, 24" x 36" directional signs (a)

qty 3 frame rental - plastic A-Frames or metal frames (b)

1 week digital advertisement (c)

qty 2, 33" x 81" retractable banners (d)

qty 100 name tags + lanyards with plastic sleeves (4" x 3" or 4" x 5.5"

name tags, 1/2" cotton with bulldog clip w/ 1-color imprint logo) (e)