



new project checklist

- Create an outline of the project
- Gather all text & photos together
- Proofread and edit text
- Double-check image size and quality
 - images are 300 dpi at actual size
 - I have permission to use these images
- Organize by sections or pages
- Yay! Send everything to your designer!

After receiving proofs...

- Does this include all my information?
- Proofread again!
- Send list of edits to my designer
- Check new proof
- Give verbal or written approval
- Kickback and enjoy your favorite hot or cold beverage

Have a question on something? Call or email your designer!



**HARTSFIELD
DESIGN**

SERIOUS DESIGN
not so serious designers