

GRAPHIC DESIGN SERVICES

SUMMARY

The Communications Department (COM) provides comprehensive creative design services from concept to finished product. This includes invitation and program designs for special events, newsletters, ads for publications, ceremonial checks, cover designs for reports, chart enlargements, and flyers. Photographs and posters can also be mounted on foam core for displays.

PROCEDURE

Departments must submit graphics requests through our online request form using QuickBase located at <https://miamidadegov.quickbase.com/db/bjct88s8x?a=nwr&nexturl=%2Fdb%2Fbjct88s44%3Fa%3Dshowpage%26pageid%3D59>.

The following information is required in order to complete the graphics request:

1. Contact information – name, phone, email, department
2. Full description, with details, of the design request you are submitting
3. For Function, select Graphics (a task for each item MUST be submitted)
4. Valid departmental index/budget code for billing (if applicable)
5. Add document/information to be designed for printing or other use
6. Add any images/logos (other than the County logo) that need to be included in the request
7. Due date (A minimum of one-week lead time is recommended for each request); if needed sooner, contact Frank Guemes at 305-375-2340

For more information, including cost estimates, or to set up an appointment with a Graphic Designer, please email frank.quemes@miamidade.gov

CONTACT(S):

Department/Division

Communications/Creative and Branding Services