

Thank you for including The Graphics Department in your new and exciting makeover project! The process is broken down into three phases. Please use this document as a guide into your new installation project.

**Average timeline:** 6 – 10 weeks

Due to the timeline of these projects and the fast approaching closing of the budget year, **NO REQUISITIONS FOR INSTALLATION PROJECTS CAN BE ACCEPTED AFTER MARCH 31st**

## PHASE I: IDEAS & ESTIMATING (2-3 WEEKS)

### **SCHEDULE VISIT** 30min-2 hours +/-

A visit is required to measure the spaces you'd like to apply graphics and signage. The average visit takes about an 1hr depending on scale of the project. We will take photos and precise measurements including areas prohibiting placement of artwork or graphics such as: light switches, outlets, plaques, alarms sirens, railings, etc.

Testing for wall graphics: a test/sample will be performed on-site to ensure your walls are not painted with a silicone-based paint.

### **ESTIMATING** 2-7 business days

The final estimate will include everything from start to finish. Including raw materials, design, printing, hardware and installation.

### **INITIATE PROJECTS** 1-2 business days

Upon reviewing the estimate, you will be able to choose which projects you'd like to keep, which items will be placed on hold, or removed completely. We will revise your quote to fit your timeline and budget and resend. Once you are ready to move forward with the project proceed to enter your requisition.

### **REQUISITION** 3-5 business days

To activate your order, enter your requisition via iProcurement > Graphics Online Store > Enter your dollar amount in place of the quantity and attach your estimate to the requisition. Your order becomes active after requisition approval from Gabriel Guerra, Director of Graphics.

### **GRANT PROJECTS:**

Please notify us before entering your requisition if you are using grant funds. Grant funded projects require a photo sample for each project item and have very different expectations. To avoid delays, please mention this to your project facilitator before entering your requisition.

### **PREPARING FOR YOUR PROJECT:**

**DO NOT PAINT AFTER YOU'VE INITIATED A MAKE-OVER PROJECT.** If painted, the walls should be allowed 30 DAYS TO CURE. If your walls were recently painted, please provide us with the date immediately.

Please prepare for your installation by having the installation areas cleaned of dust, grime, debris, stains, nails, staples, furniture etc, BEFORE YOUR INSTALLATION DATE.

## PHASE II: DESIGN & PRODUCE (3-8 WEEKS+/-)

### ACTIVE ORDER! DESIGN

Submit **TYPED** text for each item/project by using the "Content Submission Form". Text must be **typed**, no formatting or design aspects necessary. Email all photos, logos, or text you'd like included to [graphicsinfo@dallasisd.org](mailto:graphicsinfo@dallasisd.org) – please reference your estimate or requisition number.

### PROOFS: Dependent on customer's response time and feedback.

You will begin to receive proofs within 7 – 10 business days after submitting your content submission form or requisition approval. Our designers will send you a proof based on your design notes, inspiration photos and text. Your prompt responses for revisions or approvals are pertinent to completing your project within your desired timeline.

### APPROVAL and PRODUCTION

After official email approval your order will go into production. Production can take 2-3 weeks, after which we will contact you to schedule installation.

## PHASE III: INSTALLATION

<b>Furniture &amp; Obstructions URGENT NOTICE:</b>	Remove all furniture, rugs, desks, electronic appliances, staples, stickers, tape/tact, dust/grime and any other type of debris or obstruction that may be in the installer's workspace. <b>DO NOT PAINT 30 days prior to installation. DO NOT use harmful chemicals on the walls the day before installation.</b>
<b>Common Installation Delays (need for rescheduling)</b>	<b>External Installations:</b> RAIN delays external installations. <b>Wall Wraps:</b> COLD TEMPERATURES (BELOW 50)

## INSTALLATION CONTACT INFORMATION

NAME	
Phone number	
ALT Phone Number	
Email	
Preferred weekdays/times to schedule installation	

## ADDITIONAL INFORMATION

<b>INCLUDE ANYTHING NOT LISTED ABOVE THAT YOU WANT YOUR INSTALLATION TEAM, DESIGNERS OR FACILITATORS TO KNOW ABOUT YOUR PROJECT.</b>	
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