

**PICK UP ADDRESS:  
SERVICE CENTER I  
FOREST E. BALLEW BUILDING  
2525 S. ERVAY ST.  
DALLAS, TEXAS 75215**

# Graduation Program Order Form

Name of School: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Call When Completed Phone Number: \_\_\_\_\_

Approved Requisition Number: \_\_\_\_\_

SELECT PROGRAM STYLE		QUANTITY
<input type="checkbox"/> Tri-Fold	\$2.00	_____
<input type="checkbox"/> 8 Page	\$2.50	_____
<input type="checkbox"/> 12 Page	\$3.50	_____
<input type="checkbox"/> 16 Page	\$4.50	_____

**ORDER TOTAL: \$** \_\_\_\_\_

## DESIGNING YOUR OWN PROGRAM

**Board Page:** label the area as "this area intentionally left blank for board page", graphics will insert before production.

**Font:** use generic universal fonts, such as, Arial or Times Roman.

**Denotations:** use key stroke symbols, when possible, avoid jpgs.

**Margins:** keep 1/2" margin space throughout the design of your program.

**Bleeds:** If your program bleeds, the artwork should extend 1/8" past the edge of the page and include crop marks.

Find Previous School Graduation Programs on the Graduation Program Webpage: [Click Here to Access the Files](#)

**Instructions:** Please contact Graphics Department designers, Michael Gennarelli: [mgennare@dallasisd.org](mailto:mgennare@dallasisd.org) or Daniel Schaaf: [dschaaf@dallasisd.org](mailto:dschaaf@dallasisd.org) for assistance on design or any general questions regarding your programs.

## HOW TO SUBMIT YOUR ORDER

Enter your requisition in oracle in iprocurement reflecting the "order total" amount. Attach the completed order form to your requisition.