

**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
Tri-Fold	\$2.50	_____
8 Page	\$3.00	_____
12 Page	\$4.00	_____
16 Page	\$5.00	_____
	QUANTITY TOTAL	_____
Clear Pricing	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 Dropbox](#)

Instructions: Please contact Graphics Department designers, Michael Gennarelli: mgennare@dallasisd.org or Daniel Schaaf: 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.