



Enriching Lives & Connecting Communities

Graphic Design

Community Relations
Policy No. 13015

Revision Date: November 18, 2013

Policy Statement

In keeping with the goal of presenting a consistent image, all promotional items and program materials must be designed or approved by the Community Relations Department. This policy sets forth the process.

1. Graphic design services provide artwork for promotional items, advertising materials and publicity to promote the agency.
2. Requests for graphic design artwork should be submitted to the Graphic Designer at least four weeks prior to the due date. If a bid process is required, allow an additional two weeks.
3. Staff is required to secure bids on items in accordance with the agency procurement policy.
4. All artwork developed for use by the Richland County Recreation Commission becomes the property of the Recreation Commission. Bid requests for design work should reflect this requirement.
5. Requests for graphic artwork that will be done in-house should be submitted the first week of each month or before and at least four weeks prior to the event. Changes to original requests may result in delays.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.