Graphic Arts Center

Who can use GAC and how?

1. Your organization must be recognized and have an active status.
2. A Graphics Request form must be filled out through OrgSync.com prior to visiting the Graphic Arts Center.
3. A minimum of 1 week is required to complete new design requests.
4. A minimum of 2 days is required to complete print requests. This does not include designs that need adjustments.
5. One print package will be allowed per event, regardless of the number of sponsors.
6. Any poster that is intended to be up for more than a month (i.e. club meeting posters) will be printed with Package B.

Design

At GAC we can assist you in creating a multitude of designs and artwork for a variety of needs. We can design logos, flyers, banners, create artwork for t-shirts, buttons, etc. We can also scan your artwork and digitize it and create a PDF for use with outside vendors. Contact us for an appointment.

Due to the sheer number of requests we receive, our turn-around time is roughly 1 week for designs. Please consider this when you plan your events.
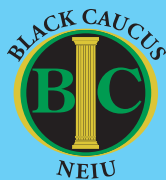

NPB
1993

SGA
1995

Northeastern
Polish Student Alliance
2003

WZRD
2005

Black Caucus Club
2007

Greek Life
2007

Goldie
2009

Justice Studies Club
2010

3G
2010

Print

ONE PACKAGE PER EVENT.

Package A: (DESIGN & PRINT)
(not for club meetings or semester long events)
11x17 20 copies, 8.5x11 30 copies
Leaflets 300 copies.

Package B: (DESIGN & PRINT)
8.5x11 (40) copies

Package C: (PRINT ONLY)
11x17 (15) copies, 8.5x11 (25) copies

Package D: (PRINT ONLY)
8.5x11 (40) copies

Package E: (240) Leaflets

FLYER DESIGN ONLY

LOGO DESIGN

One 6ft banner (white background & 1 color for text/image)

Two 20x30 posters (foam board not included)

Button Design(100 per semester/50 per event)

ACCEPTABLE FILES are PDF, JPG, PNG, PSD, and AI.
NOT Microsoft Word, Powerpoint, or Publisher.
Email artwork to our email address above.

Please allow atleast 2 days for us to print your artwork/designs.