



**September 15th, 2019**

## **Vice-President Services Report**

Happy Holidays!! Welcome back everyone <3 <3 <3

### **General**

- Look out for new Graphic Design Request Form on website
  - Purpose: streamline process
  - Form
    - Department
    - Name (Contact, phone, email)
    - Type (Promotional poster, journal spread, logos, merchandise etc.)
    - Concept (Small paragraph where they fill in what they want it to look like)
      - include information that needs to be included on poster (if promotional poster)
      - Optional: Upload rough sketch of design (We can make this mandatory?)
    - Date needed by
  - Rule: Send in two weeks in advance at the least to give graphic designers time to edit and make changes

### **Essay Centre**

- Hours pending, available after add/drop
- Hiring new tutors

If you have any questions at all, or suggestions for improvement for current and future services under my portfolio, don't hesitate to email me at [services.aus@mail.mcgill.ca](mailto:services.aus@mail.mcgill.ca)

Best,

Haidee Pangilinan