

Mac Lab Project Request Form

This form is no longer being used.

If you want COLOR PRINTS, use the Color Print Request Form: <https://orgsync.com/60371/forms/250142>.

If you want a CUSTOM DESIGN, use the Custom Design Request Form: <https://orgsync.com/60371/forms/235191>.

For more information about the Multimedia Access Center, please visit our website.

Contact Information

Contact Information for this project [Required]

If you are not the contact person for this project, please edit the information below to reflect the proper contact information.

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

If this project is for a club/organization, please list the club name below.

Example: Computer Club, SAB, Student Government

A member of our staff can text you with questions about your request. Do you want to receive text messages about your project? [Required]

Valid input:

- Select only one choice.

Yes, you can text me about my project.

No, please don't text me.

Project Type

Type of project: [Required]

Valid input:

- Select only one choice.

Web

Design/Print

Printing ONLY

Multimedia

Tech Support

Job Turnaround Times [Required]

COLOR LASER PRINTING ONLY

Color laser printing (letter/legal/tabloid) is accepted Monday - Friday until 5:00 p.m. for printing that evening. Jobs can be picked up the following day. Jobs submitted on Friday can be picked up after 8:30 a.m. the following Monday.

CUSTOM DESIGN/LARGE FORMAT PRINTING

AT LEAST 5 working days of advance notice is required for design and large-format print projects. These jobs will be ready for pickup 5 working days after they are requested, so plan accordingly.

WEB/MULTIMEDIA PROJECTS

Web and multimedia projects can take vary in time to completion. A staff member will contact you once you submit your request.

For questions, contact the lab directly at 724-938-4515, or stop by and speak to a staff member.

Valid input:

- Select only one choice.

I understand & agree to the job turnaround times.

Web Project

Type of web project: [Required]

Valid input:

- Select only one choice.

- Create new website
- Update existing website
- Convert website to OrgSync
- Delete website
- Other web project

If you answered "Other" please describe your project request.

Website / URL

If you currently have a website you would like us to update, please provide the URL/web address. For example: <http://sai.orgsync.com>

Valid input:

- <http://www.myschool.edu>

SAI Web Services are provided by workstudy students. As soon as your project is received, a student will email your contact to confirm submitted information. Web projects can take as little as one week or as long as a semester to complete, based on complexity. Please be patient!

Internal Website Guidelines

All clubs and organization sites housed on sai.calu.edu and on OrgSync must abide by the computer use policy which is available online. If a site has not been updated in one year, SAI reserves the right to take control of the site to make the information current.

External Website Guidelines

To maintain a link from a university web page, your listing you must adhere to the following guidelines:

Site must not be used for gambling, ecommerce/personal profit, promoting the use of drugs or alcohol, pornography, or other illegal, questionable purposes as defined by the university computer use policy. Please review this policy online.

Site must be maintained on a regular basis (at least once per year--preferably once per semester) by the designated member of the organization, or else a placeholder web page may be used as a link to your website.

Site must have a link back to the university (<http://www.calu.edu>) and SAI Clubs (<http://sai.orgsync.com>)

Responsibility [Required]

I understand that my club is responsible for all content on this website and that it may be removed without notice if it violates the guidelines.

Valid input:

- Select only one choice.

I Agree

Web Upload

File Upload [Required]

Please upload a document (.doc or .txt) that includes your desired website content/updates. Maximum file size is 20 MB.

Design/Print Project

THIS FORM IS FOR CUSTOM DESIGN JOBS ONLY! If you only need prints, please go back and select PRINT ONLY.

Please submit your design projects at least one week in advance of the date needed. Projects submitted less than 7 working days in advance of the date needed may not be ready in time. Projects needed in fewer than 7 days are also subject to a rush fee of \$5.00.

Design services are offered free of charge for university clubs and organizations. University departments may be billable. Please contact the lab for details.

You can communicate with our creatives at stu_saiweb@calu.edu or by phoning the Multimedia Access Center at x4515.

SAI Print and Design Services are provided by work-study students that major in graphic design or other related majors. These projects allow them to build their personal portfolios before graduation. They thank you for the opportunity.

Custom Design Needs

What type of design service do you need? [Required]

Choose as many as you require.

- Logo
- T-shirt
- Banner
- Poster
- Brochure
- Handouts/Half-sheets
- Info Cards (3.5 x 5)
- Business Cards
- Tickets
- Web Graphic

If this request is for an event, what is the name of the event?

If this request is for an event, please enter the date/date range, time, and location.

Example: Feb. 10 - Feb 12, 11am-noon, Natali Student Center

If there is a sponsor for this event, please tell us who they are.

Please share any ideas for the design below.

Regarding Cal U-style branding for your project, please choose which design elements you require. The Cal U script logo can no longer be used, as per University Marketing. [Required]

- Red & black color scheme
- Cal U block logo
- Cal U tower logo
- Cal U branding is not necessary.

File Upload

Please upload any reference files or logos needed to complete your design. If you need to upload multiple files, please compress them into a ZIP file before uploading. Max file size is 20 MB.

Print Request

What size prints do you need? [Required]

Up to 30 letter, legal or tabloid prints are free per project. There is a fee for large-format prints.

- Letter (8.5 x 11)
- Legal (8.5 x 14)
- Ledger/Tabloid (11 x 17)
- Large-format (up to 36" wide)
- Other

If you are requesting a large-format print, what is the desired print size?

Example: 22" x 28", 24" x 36", 3' x 4'

What type of paper do you require? [Required]

NOTE: Special paper must be supplied in advance by the client. Paper can not have embossing or gold leaf. Transparency film MUST be for COPIERS and be purchased from the Bookstore.

- Plain paper
- Transparency (8.5 x 11 ONLY)
- Matte photo paper (large-format ONLY)

How many copies of the print do you need? [Required]

NOTE: If you upload multiple files, the number of prints you request will be applied to each file. If this is not what you want, you will need to submit separate requests.

Please note that there is a fee for large-format printing. Plain paper is \$2 per square foot; photo paper is \$4 per square foot.

There is a 30 page limit for all print jobs.

Valid input:

- Numeric - ex: 1111

Do you have any additional instructions for this print job?

Multimedia Project

Name of Event/Project [Required]

Example: Black History Month Jane Smith Lecture, Choir Performance

Date and Time of Event

Is on-site support/setup needed? [Required]

- Yes, we require full support of an A/V tech.
- Yes, but we only need set-up.
- No, we will borrow the equipment and set it up ourselves

What type of output is needed? [Required]

- Audio
- Video
- Audio & Video
- Live Streaming

Media format requested: [Required]

- CD/DVD (digital file)
- DVD (playable in DVD player)
- USB drive (digital file)
- Web

If you would like to borrow equipment, please indicate which type.

- Shure M85 mic
- Mic stand
- Mic cables
- Sony HD Handycam
- Tripod for Handycam
- Laptop for streaming

Please enter any additional information you think we should know.

Terms of Equipment Loan Policy

Equipment sign out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of MAC Lab Policy.

All equipment may be signed out for a maximum of ONE business day. Equipment must be returned and checked before a renewal of the loan may be made.

Extended loans of any equipment will be allowed only with special permission from the Director of New Media Services. Reservations for extended periods of holidays will be considered on a case-by-case basis.

Late, Lost, or Damaged Equipment Policy

Late fees of \$25.00 per day are assessed for overdue equipment.

The borrower is responsible for returning all equipment received in the same condition as when received.

Fees for damaged equipment will be assessed on a case-by-case basis. SAI and Computer Center personnel will establish the cost of repair that will be passed on to the patron at fault.

Costs assessed against borrow will be treated as any other debt owed to the University, and failure to pay as required may result in loss of privileges and benefits, including but not limited to prevention from registering of courses, delay in receipt of grades, or withholding of granting of certificates or degrees.

Terms & Conditions [Required]

I understand that equipment may only be signed out for one business day and must be returned and checked, and I am responsible for any damages that may occur.

Valid input:

- Select only one choice.

I Agree

Tech Support

Please note: The Multimedia Access Center can only provide support on technology products purchased through your approved SAI budget. Students may inquire with the Computer Club for tech support on their personal technology. Other tech support requests can be made to UTech Services at utechrequests@calu.edu or x5911.

Please enter the name of your club/organization. [Required]

What type of product requires support? [Required]

iPad/iPod

Desktop Computer

Laptop Computer

Printer

Other

If you answered "Other" to the question above, please tell us what product needs support.

What is the make and model number of the product?

Example: HP Laserjet 5500, iPad Air, MacBook Pro

If you have the serial number, please enter it below.

At what building and room number is the product located? [Required]

Please describe your problem or issue. [Required]

File Upload

If you have a screenshot or cellphone photo of the error message, please upload it. Max file size is 20MB.

SAI Tech Support is a student workstudy position. Your request will be added to the queue and you will be contacted to arrange for support during normal business hours. For more information, you can contact the Mac Lab at x4515.

File Upload for Print Only Job

You can upload up to 5 files in this section. Additional files must be submitted by completing the form again.

File Upload [Required]

Please upload the file you wish to have printed. Color prints are limited to 30 pages per student, per project, per day. If you submit a project with more than 30 pages, it will not be printed.

Maximum file size is 20 MB.

NOTE: We cannot print .PUB files. Please convert to PDF before sending.

File Upload

Please upload the second file you wish to have printed (if needed). Color prints are limited to 30 pages TOTAL per student, per project, per day. If you submit multiple projects that total more than 30 pages, they will not be printed.

Maximum file size is 20 MB.

NOTE: We cannot print .PUB files. Please convert to PDF before sending.

File Upload

Please upload the third file you wish to have printed (if needed). Color prints are limited to 30 pages TOTAL per student, per project, per day. If you submit multiple projects that total more than 30 pages, they will not be printed.

Maximum file size is 20 MB.

NOTE: We cannot print .PUB files. Please convert to PDF before sending.

File Upload

Please upload the fourth file you wish to have printed (if needed). Color prints are limited to 30 pages TOTAL per student, per project, per day. If you submit multiple projects that total more than 30 pages, they will not be printed.

Maximum file size is 20 MB.

NOTE: We cannot print .PUB files. Please convert to PDF before sending.

File Upload

Please upload the fifth file you wish to have printed (if needed). Color prints are limited to 30 pages TOTAL per student, per project, per day. If you submit multiple projects that total more than 30 pages, they will not be printed.

Maximum file size is 20 MB.

NOTE: We cannot print .PUB files. Please convert to PDF before sending.