This publication can be made available in alternate formats, such as large print, audio tape or computer disk. Requests can be made by calling:

(408) 270-6447 (voice) or (408) 238-8722 (TDD)

for Evergreen Valley College

or

(408) 298-2181 ext. 3746 (voice) or 408.294.3447 (TDD)

for San José City College
San Jose Evergreen Community College District - Reprographics Department

SJECCD offers a wide range of design services to faculty, staff and administration. Available through the Reprographics Department housed conveniently on Evergreen Valley and San Jose City campuses, the Graphic Design professional can provide assistance in creating attractive document to help you meet your goals.

GraphicDesignServices

Located on the SJCC campus in the Reprographics Department, Room R101B

the Graphic Designer stands ready to assist you with your design needs;

Brochures
Flyers
Postcards
Programs
Announcements
Promotions

Virtually all of your printed materials can be enhanced and realized by using this service offered through the District

How do I begin?

Define your goal.

Have a good idea what it is that you’re trying to achieve with your designed materials. More seats filled in your classroom? Better attendance at your theater production? A banner announcing your upcoming event?

Compose a brief text document stating exactly the content of your announcement.

Include things like the Title of the event, where it is to be held, the date(s) upon which the event is to be held, etc. The same holds true for class recruitment. Include things like Name of the course, when and where it is to be held, reasons why a student might be interested, etc. Define your goal.

Have an idea of what sort of publication you’d prefer.

A postcard has a different set of design criteria than a banner would. Choose the target audience to whom you wish to appeal and select a publication format which best suits your goal. Sometimes a project might target a broad swath of potential students in an effort to increase enrollment. Sometimes you merely need an attractive banner announcing that a department member is retiring. Have the design suit your need.

Meet with the designer

Armed with your newly composed text document, schedule a meeting with the Designer. A brief discussion will take place during which a few questions will be asked. Have an idea as to size of output (printed material), quantity, due date, color options, cost options, etc. The Designer can assist you in answering some of these questions if you’re still unsure.

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