

## Project preparation list

Copy the following table. Then fill out each of the categories before you start any project. I've left some space for you to add your own items. You can also go to: <http://www.wsu.edu/~vls200/Book%20Layout%20and%20Design%20for%20DTP.pdf> and download an interactive PDF file of these pages. You can use this to organize your project before you start work.

BRIEF DESCRIPTION OF THE PROJECT	
What are the Deadlines?	
When is the first draft due to the client?	
When is the second draft due to the client?	
When is the final project due at the print shop or publication?	
When is the job due for binding?	
PROJECT BUDGET	
Budget for Printing	
Budget for Photography or illustrations:	
Budget for Other Expenses	
JOB DETAILS	
Paper size	
Page size	
Number of pages	
Number of colors	
Number of folds	
Signature units	

Graphics	
Number of final copies	
Paper description	
Paper Coating	
Paper Finish	
Paper Weight (important for postage costs)	
Special paper considerations	
<b>BINDING</b>	
Type of binding:	
Print information	
Laser or copier printing	
Type of printer/copier:	
<b>INFORMATION ABOUT COPY SHOP OR PRINT SHOP</b>	
Name:	
Address:	
Phone:	
Contact Person	
Email or Web site information	
<b>PUBLICATION</b>	
Name of publication:	
Ad to be shipped to:	
Issue date	

