dpi graphics student responsibilities

1. Attending all meetings throughout the semester.

2. Being responsible for client projects:
   - communication between the client and the instructor on the following topics:
     • project schedule
     • design & production
     • printers & service providers
     • client satisfaction

3. Being committed to completing the steps and procedures for each project and client:
   - contacting and meeting with the client(s) once a week for project development.
   - to research and develop a series of visual concepts:
     • sketches (10 visual concepts)
     • computer comps (5)
     • full size comps (3) and mockups, color, text and image
     • production of final project for the printing process

4. To retain printing information and procedures:
   - to request a minimum of three printing quotes from different printers in the region.
   - to understand the printer’s procedures:
     • forms (prepress)
     • technology
     • timeline
   - understanding paper selection
   - to request a press check with the selected printer.
   - to oversee the delivery of the finish product.
   - to retain (20) copies of the finish product for your portfolio (10) and dpi graphics (10).

5. To record and document the procedures for designing and completing the client’s project:
   - job ticket
   - meetings
   - printing quotes
   - any correspondence with the client
   - delivery of the product
   - billing letter and materials cost(s)