



Our Process

We wish to share with you the procedure for procuring our services, along with relevant timelines and requirements for each job type.

Timelines for Jobs	
Campaigns/Event Promos	Two months prior to Campaign/Event Launch*
Booklets	Four Weeks
Flyer/Poster/Brochure	Two Weeks
Event Programme Sheets/ Booklets	Two Weeks
Certificate/Invitation	Two Weeks
Video Coverage	Two Weeks Prior to Event (Includes a Site Visit)
Photographic Coverage	Three Days Prior to Event
Photography (Stock/Shoot)	Two Weeks
Videography	4 Weeks
News Coverage	Three Days Prior to Event
Minor Event Advertisements	Three Weeks Prior to Campaign Launch*
Banners/Signage	Three weeks prior to due date
Printing Services	Three days prior to due date
* Campaign launch dates should be scheduled to start 3 weeks prior to the actual event/activity	
All rushed jobs will incur a penalty fee.	

For further information, please feel free to contact us at usccomm@gmail.com

For faculty and staff notices, please email your complete notice to notices@usc.edu.tt

For Valley Voice additions, please email uscvoice@usc.edu.tt

Location

Downstairs (right), La Realista Building

Emails: usccomm@gmail.com
news@usc.edu.tt

Tel: 662-2241 ext. 1577