

### DVD PACKAGE DESIGN INFORMATION GUIDE

Begin your design project by filling out this guide and submitting it with your package design materials. It will help to ensure that your project goes swiftly and smoothly, and that you'll get exactly what you want! Please include all materials requested on the forms to avoid delays and misunderstandings. Be specific in your instructions: your design and estimate will be based on the information you provide.

Name:

Address: Street City State Country Zip/postal code

Phone: Fax: Email: Website:

Artist/Band/Publisher Name as it should appear on the DVD

### MARKETING INFORMATION

Describe the DVD's content

Describe your target market. Who do you want to appeal to?  
What message do you want to send with your package?

### MOOD OR STYLE

How would you best describe the mood or style you want for your package?  
Examples: playful, dark, earthy, warm, contemporary, corporate, mellow, futuristic, psychedelic, slick, feminine etc.

### DESIGN SAMPLES (please attach files or web links)

If appropriate, provide samples of package designs that appeal to you, for our reference. This will give us a better idea of the look you are going for. Let us know specifically what you like about each sample. Examples: color palette, font choices, etc. Please provide jpeg or png thumbnail images or web links. What do you like about the sample? What *DON'T* you like?

SPECIFIC:

colors type fonts and styles  
Photos, graphics other elements

Samples included with my project materials (clearly marked as design samples!) Follow this web link to see my samples:

### ADDITIONAL COMMENTS

Is there anything else to keep in mind before work is begun on your design?

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## DVD Package design project materials transmittal form

### Project materials

Please read the guidelines for submitting materials to GotUCvrd.com, and carefully review the materials you are sending.

Fill out this guide form completely, and send it in with your project materials. Check only boxes that apply and fill in appropriate boxes.

I am sending samples of designs or visual styles I like, to serve as guides for this project's design.

Follow this web link to see my samples:

Samples are included with my project materials (clearly marked as design samples!)

Here's why I like these samples:

### Package Specifications

I have chosen a DVD Duplicator/printer:

Duplicator/printer's website:

Package type (jewel case, wallet, etc) or template number

Package design template number

Number of panels in package

Package will contain inserts. Description:

### Text

Acceptable digital formats: Microsoft Word ".doc" or ".rtf"; ".txt"

Text supplied on disc

Text uploaded to Dropbox or Hightail

Text emailed to [scott@gotucvrd.com](mailto:scott@gotucvrd.com)

Hard Copy format: set type from my hard copy for an additional charge

Hard copy included with this package of material

Hard copy sent separately via mail

I've included the following text.

Check what applies for your project.

Please specify here, or in the text you are sending, where you wish it to be placed on your design. (example: Artist statement, inside front cover)

Title

Artist/Publisher

Credits

Content information; run times, etc.

Contact Info

Thank Yous/Acknowledgements

Copyright information

Publication information

Other

Date sent

### Images

#### Sending digital photos / artwork

- Formats accepted: Photoshop or Illustrator native file, jpeg, tiff, png or eps,
- Resolution: 300 ppi resolution at desired usage size
- Color space: rgb

Number of images included on disc

Number of images emailed to [scott@gotucvrd.com](mailto:scott@gotucvrd.com)

Number of images uploaded to Dropbox or Yousendit

Date images sent

List name of digital file and desired placement on design (example: 0045.jpg, front cover)

Place images wherever you see fit; I trust your judgment

Sending flat photos / artwork to be scanned

*Please pack original flat art carefully, and refer to the policy statement on submitting materials to be scanned.*

Number of pieces of flat art sent to be scanned (for an additional fee)

Describe images to be scanned and desired image placement (example: head shot with green hat; back cover next to bio)

Place images wherever you see fit; I trust your judgment

#### Design Directions

Check one of the following three options:

I am not providing a sketch or design direction. I trust your judgment and leave the design up to you.

I am providing a rough sketch and/or description of the design concept I want. Refer to it, as a general guide, but feel free to be creative.

I am providing a detailed sketch and/or description of the design I want. Follow it as exactly as possible.

#### Additional Comments

Please add anything else you'd like me to know about the project materials you are providing. Be as specific as possible.

I have read and agree to the GotUCvrd.com terms and conditions

**Thank you for completing the Design Guide.  
Now to get your project in the works!**