



Graphics Portfolio

The Graphic Services staff has won several National Council for Marketing and Public Relations (NCMPR) Medallion Awards. You can view full PDFs of these projects and more at:

www.bellevuecollege.edu/ps/graphicsportfolio.htm

Or please stop by our offices in D175 (off the Copy Center lobby) to see actual samples of our work in a variety of media and paper styles. We offer free initial consultations to discuss the best solutions to your design needs. Call Robyn Bell-Bangerter at (425) 564-2277 to set-up an appointment.

Getting Started

To begin a graphic services job, please submit a work request via Request Center at www.bellevuecollege.edu/requestcenter (BC faculty and staff only). Choose Printing Services > Graphics & Printing. Criteria required before we can begin a graphic services job include:

- Contact Name & Department
- Budget Number
- Project Name & Job Type (*brochure, flyer, poster, etc.*)
- Publications Policy Compliance Approval
- Quantity (*if going to print*)
- Due Date

Please contact Dianne Harbolt at (425) 564-2974 with questions regarding submitting work requests for graphic services and turnaround times.



Contact Us

Graphic Services:

Robyn Bell-Bangerter, Senior Graphic Designer
(425) 564-2277 or robyn.bell@bellevuecollege.edu

Linda Walker, Graphic Design & Production
(425) 564-3179 or linda.walker@bellevuecollege.edu

Dianne Harbolt, Coordinator, Graphics & Printing
(425) 564-2974 or dianne.harbolt@bellevuecollege.edu

www.bellevuecollege.edu/ps/graphics.htm

Editorial Services:

Sharon Berg, Publications & Communications Manager
(425) 564-2283 or sharon.berg@bellevuecollege.edu

www.bellevuecollege.edu/ps/editorial.htm

BELLEVUE COLLEGE

Graphic & Editorial Services



Our mission is to offer the highest quality design and editorial services that are cost-effective and within deadline.



3000 Landerholm Circle SE • Bellevue, WA 98007

www.bellevuecollege.edu

Bellevue College reaffirms its policy of equal opportunity regardless of race or ethnicity, color, creed, religion, national origin, sex, sexual orientation including gender identity or expression, age, marital or family status, disability, or status as a disabled veteran or Vietnam era veteran. Please visit www.bellevuecollege.edu/equal.asp.

PS 5-11

www.bellevuecollege.edu/ps/graphics.htm
www.bellevuecollege.edu/ps/editorial.htm



Our Mission...

The mission of the Graphic & Editorial Services departments is to offer the faculty and staff as well as off-campus clientele with the highest quality design and editorial services that are both cost-effective and meet your deadline. As a self-support department and Bellevue College employees, we strive to provide the best value and customer service possible.

Need Help? Contact Us!

Need help marketing your class, program, department or campus event? Let us help! Our experienced in-house, award-winning graphic designers can design and produce just about anything you want printed or displayed. Below are a few highly effective ways to communicate your message:

- Brochures:** Brochures provide students with valuable information about course offerings, career and transfer opportunities, and faculty/department contact information in a colorful, take-home format. These trifold brochures are perfect for distributing at student events, education fairs or posting around campus. We can write, design and coordinate with Printing Services to produce your brochure totally in-house.

- Posters:** Posters are a great way to catch a student's attention when traveling between classes. They can be posted many places around campus including stairwell bulletin boards and in the Student Union. Posters can also be displayed around the community at popular gathering sites by a commercial distributor.

- Postcards:** Direct mail postcards are another advertising option when you want to target a particular audience rather than the campus community at large. We can also preprint each postcard with individual addresses to avoid the tedious task of applying a mailing label to each card.

- Banners:** Graphic Services can produce colorful, eye-catching banners 3' tall by variable lengths that really grab attention when displayed over the BC fountain or elsewhere on campus. Media options include laminated paper for short term use or weather resistant vinyl for long term use.

Other Graphic Services

Other graphic services we provide include everything from small-scale tasks such as business cards, specialty stationary, and forms to larger endeavors including logo design, custom displays for educational fairs and one-of-a-kind projects. We also provide website design and can coordinate with BC Web Services to execute the technical portion of your website. As an added value, we can coordinate your job with the college Marketing Director, Mail Center, and/or Printing Services.

Let us help you problem-solve your project, on budget and within deadline. Contact us for a free initial consultation.

Graphic Design Rates

Graphic Design Services (min. .25 hour)	\$60.00/hour
Website Design Services (min. .25 hour)	\$60.00/hour
Design & Printing Consultation Services (after free initial consult)	\$60.00/hour

www.bellevuecollege.edu/ps/graphics.htm

Editorial Services

Our in-house Publications & Communications Manager offers a variety of editorial services which may include any or all of the following:

- Copyediting:** Corrects spelling, punctuation, grammar; checks cross-references, etc., for internal consistency; applies basic stylistic and format rules.
- Substantive Editing:** Includes copyediting plus revising, reorganizing, etc., for clarity, readability, logic, precision, cohesion, and appropriate tone and style for the specified audience.
- Writing:** Creates a document from "scratch," usually based on drafts, outlines, department websites or other source materials you provide. Internet research for statistics, such as occupational projections, may also be provided.
- Proofreading:** Checks that all requested changes have been made.

Turnaround Times

Proofing and copyediting:

- Brief documents – 24 hours
- Long document – 2 to 5 days

Substantive writing and/or editing:

- Brief documents – 3 to 4 days
- Long document – 5 to 10 days

Resources & Policy Approvals

For more information and links to helpful sites (logos, print/web publishing style guides, and policy approvals), visit <https://go.mybcc.net/ia/publications/default.aspx/>. All publications must be reviewed before publishing, for details go to: http://bellevuecollege.edu/policies/6/6650P_Communications_and_Publications_Procedures.asp/.

Editorial Rates

Editorial Services (min. .25 hour)	\$50.00/hour
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