

# Graphics Request



Project Agency/Program Requested Proof Date Completion Date

Primary Contact Phone Email

Existing Content New Content Examples/Source Material NYS Branding Please set up a meeting  
Please include in attachments

Project Objectives/Description/Content

Target Audience Call to Action

[Need help? Click here to email the graphics team and someone will assist you.](#)

## DIGITAL ASSETS

<b>Facebook</b>	Timeline Image 1200x630	Cover Photo 1200x675 <small>(Mobile Safe Area 1200x457)</small>	Event Image 1920x1080 <small>(Mobile Safe Area 1920x1005)</small>	16:9 Ad	1.91:1 Ad				
<b>Twitter</b>	In-stream Photo 1200x675	Header Photo 1500x500	1:1 Ad	1.91:1 Ad					
<b>Instagram</b>	In-stream Photo 1080x1080	Ad 1:1	Ad 1.91:1	Story Photo 1080x1920					
<b>OGS</b>	Searchlight 520x350	Monitor Slide 1920x1080	Web Hero 1280x512	Web Card 400x225					
<b>Web ads</b>	160x600	300x250	300x50	300x600	320x480	320x50	728x90	810x600	970x90
<b>Other</b>	<small>separate multiple by comma</small>								
<b>Other</b>	<small>separate multiple by comma</small>								

## PRINT ASSETS

<b>Posters</b>	Bus Loop 38x38 <small>Reserved for Special Events</small>	36x48	24x36	24x24	18x24	11x17	Other
<b>Brochure</b>	3-panel 8.5x11	4-panel 8.5x14	Other				
<b>Flyers</b>	8.5x11	5.5x8.5 (2-up)	4.25x5.5 (4-up)	Palm Card 8.5x3.67	Other		
<b>Booklet</b>	8.5x11 folded & stapled	11x17 folded & stapled	Other				
<b>Print Ads</b>	Color	Size(s)					
	B&W	Size(s)	<small>separate multiple by comma</small>				
<b>Conference &amp; Event</b>	Booth/Exhibit System	Table Cloth/Runner	Banner	Pop-up Banner	Display Panels	Tchotchkes	
	Podium Sign	Other with size	<small>separate multiple by comma</small>				
<b>Other</b>	<small>separate multiple by comma</small>						

