Request Form Opens
If the request form is open, then SAM is currently accepting projects for the given quarter.

Request Form Closes
If the request form is closed, then SAM is no longer accepting projects—this includes e-mail requests.

1 week

Evaluation Week
SAM will review requests and select projects for the next phase of selection.

1 week

Contracting Period
SAM will send out e-mails to clients requiring confirmation on the following details: the point of contact and the deadline on which they can send the content. Clients have 3 days to respond.
No response could lead to deferral or termination of a project.

1-2 weeks

Scheduling
A project manager at SAM will contact clients to arrange initial meetings and confirm necessary details.

Client Meeting Period
Clients and SAM staff will meet in order to brainstorm concepts and initiate the design and development process.

Time frame dependent on project

Design & Development
SAM will begin its conceptualization process, contact clients for approval, and so on.

Content Deadline
Clients need to send finalized content by a particular date decided during the preliminary meetings. This step is necessary to move forward properly with the design process.
Failure to do so could lead to delays or termination of a project.

Edits
Designers will send over concepts which the client will need to approve to progress to next steps. Number of edits will be capped and dependent on the type of project requested. All edits must be handled digitally.

Final Approval & Delivery Period
Clients will approve the final deliverables and be sent the final pieces by the appropriate SAM staff member.

1-2 weeks

Submit to Printer
Once the final files have been sent, clients have the choice of either printing the deliverables themselves or requesting printing from SAM.

1 week

Implementation
Time to implement your project!

🔵 Client
🔴 SAM student staff
🟡 SAM full-time staff