**Design Work Assignment Template**

(This document has to be sent on the OB group)

Send at least a week ago in case of Event poster

Send at least 3-4 days ago in other cases

|  |  |
| --- | --- |
|  |  |
| Title/heading of design |  |
| Type of design |  |
| Dimensions |  |
| Content (to be in poster) |  |
| Description |  |
| Design suggestions(if any) |  |
| Date of allotment |  |
| Deadline |  |