



UNIVERSITY OF NEBRASKA KEARNEY™

COMMUNICATIONS AND MARKETING

Design, Print and Creative Catalogue



COMMUNICATIONS CENTER
1910 UNIVERSITY DRIVE
308.865.8134
UNKPRINTCENTER@UNK.EDU

GETTING STARTED

PUT US TO WORK FOR YOU

If you're **LOOKING FOR HELP** with a project or event, contact UNK Communications & Marketing office to get started. Depending on the scale and details, the first thing we like to do is schedule a consultation meeting or discussion. We'll **ASSESS YOUR GOALS** and work through the logistics to **HELP YOU ACHIEVE SUCCESS**. There is a fee for most of the work we do. Once a budget and deadline is determined, we provide a high-quality, professional product with outstanding customer service.

DID YOU KNOW UNK HAS A FULL-SERVICE PRINT SHOP ON CAMPUS?

From small projects (*such as business cards*) to large-scale posters and banners, our team is **HERE TO HELP**. We have three commercial digital printers that operate throughout the year. Common projects include stationary, posters, flyers, brochures, booklets, postcards, mailers, educational materials and much more. Our **ON-CAMPUS LOCATION** and **QUICK TURNAROUND TIMES** make it easy to get **PROFESSIONAL MATERIALS** at a competitive price.

CONTACT US

 unk.edu/MarComm

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 **308.865.8134**

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CREATIVE SHOW AND TELL

Check out these examples of common projects with price estimates included.

BASIC FLYER

Printed on glossy, text-weight paper for bright colors and a professional finish, these flyers are an effective way to get across information about your program or event with plenty of room for an eye-catching design.



	100	500
Full bleed flyer (single-sided)	\$35.50	\$119.10
Program pages (two-sided)	\$42.60	\$158.60

RACK CARDS

Durable and portable, rack cards are single panel, one or two-sided brochures printed on matte cardstock. They're great for displaying in offices and at booths, or for handing out in person.



	100	500
4.25" x 11" (single-sided)	\$30.25	\$82.25
3.5" x 8.5" (two-sided)	\$38	\$116.50

POSTERS

We print most posters on a durable matte cardstock, though many other stocks are available.

	25	100
12" x 18" Posters	\$22.65	\$62.40



BROCHURES

Brochures are a great way to break down a lot of information into an easily digested handout. We are able to offer brochure printing in many custom sizes, though the most common size is 8.5x11 folded into a two or three panel brochure.



	100	500
8.5" x 11" Brochure	\$54.60	\$186.60

POSTCARDS

We're able to offer non-profit bulk-rate mailing services for less than half the cost of a normal stamp. Please note that to get the non-profit rate, the mailing list must be greater than 200 names after the addresses have been matched to the USPS database and unmatched addresses have been removed. We are also able to address and send personalized on-campus mailings for your invites, notices or event details.

Unaddressed 6" x 9" postcards (100)	\$37.50
On campus mailing (sent to all faculty/staff)	\$215.60



STATIONARY

We can set up and print stationary that meets University standards. Below is a list of stationary items. Discounts may be available for higher quantities. Please reach out to unkprintcenter@unk.edu for an estimate.

	250	500
Letterhead (watermarked)		\$42
Business Cards (single-sided)	\$42	\$44
Envelopes	contact for quote	

BOOKLETS

Our shop is able to produce 8.5x5.5 and 8.5x11 saddle-stitched booklets with quicker turnaround times than your average shop. Pieces such as these are great for detailing conferences, programs and events. Reach out to unkprintcenter@unk.edu for a same-day estimate!



COPY SERVICES

Our shop is uniquely positioned to provide quick turnaround for black-and-white copy services, such as syllabus orders, tests and strategic plans. We also offer a host of bindery services that can be adapted to any budget. Reach out to unkprintcenter@unk.edu for a same-day estimate!

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FORMAL PROGRAMS

Give your formal event a professional finish with a printed program.

	100	250
5.5" x 8.5" Program (<i>two-sided</i>)	\$26.80	\$45.93
4.5" x 12" Program (<i>two-sided</i>)	\$30.30	\$59.36



CERTIFICATES

Recognize your student, faculty or staff achievements with frame-quality certificates.

	100	200
8.5" x 11" Certificate	\$49	\$93



TICKETS

Order custom perforated tickets for events, raffles, and more.

	100	250
6" x 3" perforated tickets	\$27.24	\$52.76



CUSTOM TABLE COVER

Order a table cover with your department logo to use in your office, at events on campus or anywhere you need to make your department and the UNK brand stand out.

8' table cover	\$275
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DESIGN SERVICES

Our office provides full graphic design services for all your creative needs. This includes print and digital design. Fees estimated with each print project do NOT include design time. For a full project quote including design, please contact us.

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SIGNAGE

Draw attention to your message with custom signs. Our team will work with you on messaging and design. We work with preferred vendors to ensure high quality production at an affordable price.

	Per piece (price varies by size)
24" x 18" Yard Signs	\$12
24" x 36" Foam Mounted Posters	\$47
6' x 3' Vinyl Banners (other sizes available)	\$75
Sidewalk Sign/Frame Replacement Sign	\$150
A-Frame Signage	\$290
Sidewalk Sign/Frame	\$350



DIGITAL TV DISPLAYS

More digital displays are popping up all over campus. Keep your content on these displays fresh with new designs on a regular basis. Promote an event, display information or feature faculty, students and staff with special spotlight announcements.

Special event content/ad design \$25
Contact us for pricing for a series/multiple designs

RECRUITMENT PACKETS

Many academic departments on campus have started using our customized recruitment packets. It includes a branded pocket folder with nicely printed program pages and department information. Have a professional quality packet ready for all campus visitors. It's a great way to make a strong impression.

	per packet
Recruitment Packet <i>includes folder and printed flyer</i>	\$2



LOOKING FOR SOMETHING ELSE?

This isn't everything. We do a variety of custom projects. Connect with us and we'll work on any solution to meet your needs.

PHOTOGRAPHY Services

Our services include photographing major university events and celebrations, marketing and promotional content, campus news, notable guests, and professional headshots. We place top priority in covering the people, activities and events at UNK that support and best reflect the university's key news, marketing, web, social media, branding and communications strategies. The student experience is a top priority always. All services are billed directly to your departmental account. If off campus, an invoice will be mailed.

PHOTOGRAPHY SHOOTING FEES

Whether it's a conference, awards ceremony, reception, lecture or dedication, we can cover your event and capture high-quality, professional images.

Shooting and Editing	\$65 / hour
Shooting After Hours	\$90 / hour <i>(after 6 p.m. weekdays or weekends. Subject to availability)</i>
Rush Charge	\$50 <i>(If you need images delivered within one business day or less)</i>



HEAD SHOTS / PROFESSIONAL PORTRAITS

Head Shot	\$35 <i>(includes high resolution digital copy)</i>
Walk-In Portrait Days	\$20

GROUP HEAD SHOTS

We accommodate departments needing a large number of faculty, staff and/or student portraits at once. We schedule a block of time for you, either at our studio or location of your choice.

No. People	Total Cost		
6-15	\$15 / person	Editing	\$65 per hour charge for editing time, if needed.
16-35	\$150		
36-75	\$250		
76-100	\$325	On Location	\$25 to bring our studio backdrops and lighting to you.
101-150	\$400		
150+	CALL		

LARGE FORMAT PRINTS

5x7	\$5
8x10	\$10
11x14	\$18
16x20	\$27
18x24	\$31
20x30	\$33
24x36	\$36

CANVAS PRINTS

\$40
\$55
\$150

METAL PRINTS

\$75
\$100
\$150

**Some discounts may apply on bulk print orders. Call for pricing.*

VIDEO Services



SERVICES OFFERED

Video/Audio Capturing and Editing
Video/Audio Production
Scripting/Casting/Directing
Event coverage/live streaming

Captioning
Advertising/Promotional work
Testimonials
Time-lapse videos

Informative/Instructional/Training videos
Department/facilities overview videos
Drone filming and production

VIDEO SHOOTING AND EDITING FEES

Shooting	\$65 / hour
Editing	\$75 / hour
Video Live Stream	\$90 / hour
After Hours Shooting	\$90 / hour (after 6 p.m. weekdays or weekends. Subject to availability)
Writing / Transcribing	\$40 / hour



UNK[®]

COMMUNICATIONS & MARKETING

*Located on the west side of campus
in the Communications Center*



BE BLUE. BE GOLD. **BE BOLD.**