To whom it may concern,

Thank you for considering involvement in our students’ design projects this quarter. This letter will outline how the relationship should work, what you will receive from the student at the culmination of the project and what the student will need from you and your organization along the way.

Overview

The purpose of this relationship is to provide students with real-world experience in designing a printed and online product for a client. At the same time, your organization will receive pro bono design work that will hopefully fulfill a need you have not currently been able to fill.

If you already have a newsletter and/or a Web page, you can still participate. The assignment for the student can simply be an addition to that newsletter or Web page and the student can be expected to work within your current design constraints.

What is required of the client

Since you are the client, you have final say in how you want the final work product to appear. That means the student will need guidance from you on how the newsletter and Web page should look. Please note, these students are just getting started with many of their design skills, so please temper your expectations. Students will be required to share drafts with their clients as the quarter progresses, and you will be asked to provide feedback on each of these drafts.

Your most important contribution will be providing the necessary text, graphics and images needed for the publications. The viability of this relationship is dependent on your ability to deliver this content. The deadline for getting content to the students is Tuesday, January 25.

What the client will receive

In return for your cooperation, you will receive pages suitable for copying as a newsletter and a Web page (or pages) ready for posting online. If you don’t have budget for hosting a Web site, please contact me and we will try to work out a special arrangement.

We hope this will be a mutually beneficial relationship. If you have any questions, please feel free to contact me by email at mbriggs@seattleu.edu or by phone at 425-971-1107.

Best regards,

Mark Briggs
Adjunct Professor