Typical Timelines for Creative Services

Please note, these are typical timelines and are dependent on other items already in queue. Some times in the academic year are busier than others. We appreciate your assistance in planning well ahead so that your needs can be met.

Print and Digital

Individual graphics
(Digital Board, Shuttle Slide, Shuttle Video, Email Images, Social Media Images, My ASU Ad, My ASU Authentication Ad, Website Images)

- Up to 5 working days
- Revisions: up to 2 working days with no more than 3 rounds of revisions

Email (Single/Series)

- Up to 5 working days
- Revisions: up to 2 working days with no more than 3 rounds of revisions

Video (Single/Series)

- Up to 10 working days per video
- Revisions: up to 3 working days with no more than 3 rounds of revisions

Regular projects
(Brochure, Flyer, Banner, Pop-up Banner, Tabletop Banner, Postcard, Mail Insert, Handbill, Poster, Table Tent, Napkin Insert, Lawn Sign)

- Up to 10 working days
- Revisions: up to 3 working days with no more than 3 rounds of revisions

Magazines, Annual Reports, Special Projects, etc.

- Up to 20 working days, or let's meet to discuss
- Revisions: Varies depending on scope of revisions, minimum 3 working days

New Web

New single webpage

- Up to 5 working days
- Revisions: up to 2 working days with no more than 3 rounds of revisions

New web form

- Up to 5 working days
- Revisions: up to 2 working days with no more than 3 rounds of revisions

New website or sub-section (1-10 pages)

- Up to 10 working days, or let's meet to discuss
- Revisions: Varies depending on scope of revisions, minimum 3 working days

New website (10+ pages)

- Up to 12 weeks, or let's meet to discuss
- Revisions: Varies depending on scope of revisions, minimum 3 working days

Existing Web

Existing site refresh (10-20 pages)

- Up to 5 weeks, or let's meet to discuss
- Revisions: Varies depending on scope of revisions, minimum 3 working days

Existing site refresh (20+ pages)

- Up to 12 weeks, or let's meet to discuss
- Revisions: Varies depending on scope of revisions, minimum 3 working days

Submit updates/edits to existing webpages at:
eoss.asu.edu/web-request

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