# Email to Graphic Designer Preferred Vendor List Potentials

Subject: Interested in freelancing for California College of the Arts?

You are receiving this invitation as someone who has either served as a freelance graphic designer for California College of the Arts (CCA) previously or are a new referral.

The Office of Marketing + Communications at CCA is creating a preferred-vendor list for designers and other marketing-related freelancers for the college. We are making this resource available college-wide to departments that need design assistance on a variety of projects that could include print, digital, and environmental applications. These projects would have limited oversight and clear deliverables.

Freelancers on our preferred-vendor list must meet the following criteria:

* Have a strong portfolio that has been reviewed by our Vice President for Marketing + Communications and Design Director;
* Have a ~20-minute informational interview via phone or Zoom with the VP and Design Director;
* Provide 2-3 references from other clients.

After the review above, if you are selected for inclusion on this list, you will be asked to watch a video we will provide to learn about the college’s visual identity. Following this training session, you will be provided with the college’s brand guidelines, given access to our brand toolkit, and will be provided with access to our brand fonts. In addition, before you are hired for your first project you will be required to fill out an IRS W9 form. You will be required to submit a proposal/estimate and then invoices based on set project fees. You will receive a 1099 tax form from CCA in January if you earn more than $600 in the previous year.

Please let me know if you are interested in pursuing being included on this list or if you would prefer to be removed from consideration.

Thank you in advance for your interest in becoming a freelance graphic designer for CCA.

Warm Regards,