

# DESIGN PROJECT REQUEST FORM

DATE: \_\_\_\_\_

*This form will help you think about the goals of your project and help us with its planning. Please use it as a worksheet before meeting with the Communications and Marketing staff. The can be submitted from this Web page or can be printed and mailed or brought back to our office with samples and copy attached, or it may also be faxed to us at 316-2939.*

**The following is a request for:**

New Job

Update/Revision

Consultation Only

Department: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Person(s) with ultimate approval: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Target Audience:** \_\_\_\_\_

**The message(s) for the audience:** \_\_\_\_\_

**What you want your audience to do:** \_\_\_\_\_

**Possible pieces:**      Invitation      Brochure      Card      Envelope      Return Envelope      Poster/flier      Program      Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Number of copies (of each): \_\_\_\_\_

**How will it be distributed:**

Mailed

Self-mailer

need to fit in an envelope

Hand delivered (details) \_\_\_\_\_

**Will this be distributed with other existing piece(s)?**

Yes, sample attached

No

**Does this replace existing piece(s)?**

Yes, sample attached

No

**Project Schedule:**

Due date: \_\_\_\_\_ Delivery location: \_\_\_\_\_

Other critical dates: \_\_\_\_\_

**Project Budget:**

Estimate Required

No Estimate Required

Anticipated budget: \$ \_\_\_\_\_ Authorized signer: \_\_\_\_\_

Budget Numbers: Fund: \_\_\_\_\_ Organization: \_\_\_\_\_ Account: \_\_\_\_\_

**Written text/copy:**

Final approved copy:

Hard copy attached

Microsoft Word file on disk attached

Microsoft Word file to be e-mailed by (date):

Preliminary copy (to indicate length and writing style):

Hard copy attached

Microsoft Word file on disk attached

Microsoft Word file to be e-mailed by (date):

**Photos/Art:**

Attached

Will be provided by (name): \_\_\_\_\_

Phone/e-mail: \_\_\_\_\_ to be sent/delivered to Communications and Marketing by (date): \_\_\_\_\_

Other: