



## CREATIVE SERVICE PROJECT REQUEST FORM

### FOR OFFICE USE ONLY:

Job Number/Title \_\_\_\_\_

Assigned to \_\_\_\_\_

Date Received \_\_\_\_\_

**PROJECT DESCRIPTION** (postcard, tri-fold brochure, poster, program, advertisement, email graphic, etc.)

- New Project
- Redesign
- Update
- Exact Reprint

*If this is a reprint or redesign please note changes (you should include/submit copy of previous project).*

**If Banner, poster, program, or flyer** (list size measurements): \_\_\_\_\_

### AUDIENCE:

- Internal
- External

\* **MESSAGE** (Text/Copy)

*(if this project is event focused, it should always include event name, location, time, and contact information):*

\* **PHOTOS/ART/SPECIAL REQUESTS:**



## CREATIVE SERVICE PROJECT REQUEST FORM (continued)

Primary Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Due Date: \_\_\_\_\_

Approved by (*name of dean, chair, VP, assoc. VP, etc.*): \_\_\_\_\_

Budget Account Number: \_\_\_\_\_

Budgeted Amount (*if applicable*): \_\_\_\_\_

Quantity/Amount needed (*if printed*): \_\_\_\_\_

Printing Process Request (*Dover Library or off site*): \_\_\_\_\_

I have reviewed and agree with the policies/procedures and the general production timelines listed on the Office of Creative Services webpage.

\*If you need to submit a word document or art for this project, you may email those to [ntmanning@gardner-webb.edu](mailto:ntmanning@gardner-webb.edu) and identify your name, project, and date in the email subject line.

***Please note that the project request will be reviewed. If there are any issues, a member of the University Communications and Marketing team will contact you.***