

FOR OFFICE USE ONLY:

Job Number/Title _____

Assigned To _____

Date _____

Project Request _____



GARDNER-WEBB
UNIVERSITY

Project Request

Description:

(Including product type, -i.e. postcard, tri-fold brochure, poster, program, advertisement)

Primary Objective:

Audience:

Primary Message:

What is the audience's call to action (i.e. what do you want the audience to do as a result of this initiative)?

Quantity _____

Budgeted Amount _____

Budget Number _____

New Project

Redesign

Update

Exact Reprint

PRIMARY CONTACT _____

Phone _____

E-mail _____

Date Needed _____

I have reviewed and agree with the policies/procedures and the general production timelines.

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.