

This form will assist you in conveying the goals of your project and help us to plan and produce it. Send your completed worksheet back to us through campus mail, fax (607-7108) or return it to our office along with your samples. E-mail the art and text files or provide us with a CD containing your files. Questions? Call Stephanie Graham, x76722 or Janice Gilson, x76012 or e-mail stephanie_graham@hmc.edu or janice_gilson@hmc.edu.

IMPORTANT

1- Turnaround time is 2-3 weeks from the time the job is initiated until the job is delivered.

2- A budget amount (\$) is necessary to plan your project.

3- A project is initiated once the completed worksheet and all supporting art and copy is received.

TODAY'S DATE _____

Project Lead Name _____ Department _____

Phone Extension _____ E-mail _____

The following is a request for: New job Update/Revision/Reorder Consultation only

General information/marketing

Project Deadline _____

Project name _____

Target audience _____

What message(s)/key points do you want to convey with this piece? _____

Is there a call to action? If so, what is it? _____

Requested pieces: Flier Table tent Poster Brochure Postcard Invitation Print ad _____

Other: _____

Does this replace existing piece(s)? No Yes (description or sample attached) _____

If attaching a sample from another college/organization, what do you like about it? _____

Specifications (*May be determined during design consultation)

Total Quantity _____ *Size _____ *Paper stock _____

* 1-color 2-color 4-color Other _____

Printed Digitally output Color/BW copies

Distribution

To be posted Hand delivered Mailed (envelope) Mailed (self-mailer. Include postal info)

Project schedule/budget

Date project must be delivered _____ Other critical dates _____

Delivery location/person _____

Anticipated budget _____ Estimate required No estimate required.

Text/copy

Supervisor-approved copy provided Approved copy is coming by this date: _____

Photos/graphics Acceptable formats for photos and graphics: TIF, EPS, JPEG (300 dpi or higher)

Attached or sent by e-mail. To be provided by (name) _____ (e-mail) _____

Request for photo shoot. (New photos needed)

Use the back of this sheet for any additional information.

College Relations use only

Date Delivered _____ JR _____ Notes _____