

## Communications Project Request--Print

Date: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_  
\_\_\_\_\_

Audience: \_\_\_\_\_

Tone: \_\_\_\_\_

### Type of Project

Brochure    Bookmark    Newsletter    Graphic Design    Other \_\_\_\_\_

Number of pages: \_\_\_\_\_

Size: \_\_\_\_\_

Type of Paper: \_\_\_\_\_

Ink:  color    black and white

Software Preference: \_\_\_\_\_

Photos:  Needed    Supplied (must be at least 300 dpi)

Photo Description: \_\_\_\_\_

Artwork:  Needed    Supplied

Artwork Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Binding: \_\_\_\_\_

Anticipated Cost: \_\_\_\_\_

Account/IMO: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Communications Project Request—Multimedia

Date: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Brief Description: \_\_\_\_\_  
\_\_\_\_\_

Audience: \_\_\_\_\_

Tone: \_\_\_\_\_

### Project Type

Audio Recording     Video Recording     Slideshow

Anticipated Length: \_\_\_\_\_

Approved Script:  Needed     Supplied

**\*\*Extension Communications must receive approved script before shooting date\*\***

Shoot Location \_\_\_\_\_

Shooting Dates \_\_\_\_\_

Storyboards:  Needed     Supplied

Storyboard Description: \_\_\_\_\_

Talent:  Needed     Supplied

Talent Description: \_\_\_\_\_

Final Editing:  Needed     Supplied

Software Preference: \_\_\_\_\_

Photos:  Needed     Supplied (must be at least 300 dpi)

Photo Description: \_\_\_\_\_

Cost: \_\_\_\_\_

Account/IMO: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_