

## Publication Design Request

Ministry \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

<b>What will this design be used for?</b>			
<b>What materials are you requesting design services for?</b>  <i>Please check all that will be needed for this project</i>	<input type="checkbox"/> Advertisement <input type="checkbox"/> Promo Cards <input type="checkbox"/> Flyer <input type="checkbox"/> Folded Brochure <input type="checkbox"/> Web Posting  <input type="checkbox"/> Other: Please describe	<input type="checkbox"/> Poster <input type="checkbox"/> Sign/Banner <input type="checkbox"/> Newsletter <input type="checkbox"/> Powerpoint Slide <input type="checkbox"/> Event Program	<input type="checkbox"/> Booklet <input type="checkbox"/> Invitation <input type="checkbox"/> CD Label/Insert <input type="checkbox"/> E-mail Blast
<b>Specifications</b>	<b>Final Output Size</b>  Height _____  Width _____	<b>Color Options</b> <input type="checkbox"/> Black & White <input type="checkbox"/> Full Color <input type="checkbox"/> 1 Color <input type="checkbox"/> 2 Color <input type="checkbox"/> Spot Color <input type="checkbox"/> Other	<b>For Color Projects:</b> <i>What colors should be incorporated into your design?</i>
<b>Final Quantity (For Print Projects)</b>	<i>How many finished copies do you need?</i>		
<b>Who will be your target audience?</b>	<i>Example: Church membership, children. Community etc.</i>		
<b>Do you have Design Elements to be included?</b> <i>If so, please send these electronically</i>	<i>Do you have a logo, photo, clipart or design that you want to incorporate into your design?</i>		
<b>Do you have copy for your project prepared?</b> <i>If so, please send these electronically</i>	<i>What is the specific wording that you want used? Do you already have electronic text created?</i>		
<b>When do you need it completed by?</b>	<i>This is for design services only. Please allow for printing or other processing.</i>		
<b>Special Instructions</b>	<i>Please give any additional details you want considered here</i>		
<b>Contact Information</b>	Name: _____  Daytime Phone: _____ E-mail address: _____		