

creative services project

date form submitted: _____

stats

Project title: _____

Contact person: _____ ext. _____

What services will be needed for this project (check all that apply):

- Print project Web project Other _____
- Concept/Strategy/Brainstorming Design and production Writing/editing text
- Photo shoot/Image gathering Reorganizing Web Content Advertising
- Other _____

specs

What type of piece did you have in mind (brochure, postcard, etc.)?

(if you have samples of pieces that you like, please bring them to the initial consult meeting.)

What is your budget or price range? _____

Who is paying for the piece? _____

What is your desired deadline for completing the project _____

scope

Who is your target audience? _____

What do you know about them? (demographic/geographic/background) _____

What is the goal of the piece? What do you hope to accomplish with it? _____

How will the piece be used: ie. grad fairs, mailing, etc.? _____

Please submit this form to Maggie Calomiris in Creative Services via email at margaret.calomiris@cgu.edu, campus mail, or in person to Harper Hall 154B. We will contact you promptly to set up an initial consultation, where we will discuss your project in detail and create a timeline for completion. If you have any questions, please feel free to call x75058.