**CREATIVE JOB REQUEST FORM**

**PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. SEND COMPLETED DOCUMENT TO** JAMIEGOODWICK@GMAIL.COM

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| **Your name** |  |
| **Today’s Date** |  |
| **Title of Project** |  |
| **Purpose of Creative** *(ie. Gain sponsorship, encourage participation, spark registration, highlight an event, etc.)* |  |
| **Is this project for print, digital, video, etc.?***If for print, is there a vendor you will be using? If so, please provide contact information of vendor.* |  |
| **Is this a new project or update from an existing project?***If update, please provide the most recent project as an attachment and location on drive.* |  |
| **What are the dimensions of this job request?** (If not already created) |  |
| **Messaging/Content***Please provide as much information as possible.* |  |
| **Visual Assets/Images that will be used.***Please provide location of images on drive rather than dropping in pictures.* |  |
| **Mandatories?** *(Sponsor Logos, pictures, names…)* |  |
| **First round of Creative/Concept Due Date***(Actual Date – no ASAP please)* |  |
| **Completed Job Due Date***(ie. Printed and in hand)**(Actual Date – no ASAP please)* |  |
| **Notes/Background Info** |  |
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