



CREATIVE & COMMUNICATION REQUEST FORM

Company:
Audience: Internal Trade

Complete this form, save it and e-mail it with any attachments to creative@seprod.com

Name Phone

Department E-mail

Project Title

NEW PROJECT (If this is a major project or marketing campaign, it will require a meeting with the Creative and Communications Manager)

REVISION of Previous Project

Request Date: Desired Delivery Date:

*Please allow at least 10 working days for all new graphic design and photography requests.
15 Working days are required for video requests.*

Please submit all final text as a Microsoft Word document. All other electronic content (photos, illustrations, spreadsheets, or other graphics) should be e-mailed along with the graphic design request form. If content needs to be physically supplied, please send to the Creative and Communications department.

project description

Please provide a brief description of your project and its intended use.

project details

Please check box if applicable.

Project Type

(Check only one. A separate form is required for individual projects.)

- | | |
|--|--|
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Shop Branding |
| <input type="checkbox"/> Catalog | <input type="checkbox"/> Vehicle Branding |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Bus Shelter |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Postcard | <input type="checkbox"/> Videography |
| <input type="checkbox"/> Invitation | <input type="checkbox"/> Content Creation |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Press Ad |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Package Design |
| <input type="checkbox"/> Display Sign | <input type="checkbox"/> Logo Design |
| <input type="checkbox"/> Self-Mailer | <input type="checkbox"/> Integrated Marketing Communications Campaign |
| <input type="checkbox"/> Social Media Post | <small>(Will require a meeting with the Creative and Communications Manager)</small> |
| <input type="checkbox"/> Billboard | |
| <input type="checkbox"/> Copywriting | |
| <input type="checkbox"/> Bus Shelter | <input type="checkbox"/> Other <input type="text"/> |

Size

(Check all that apply)

- 8.5 x 11
 8.5 x 14
 11 x 17
 22 x 34
 Other (Specify)

Color Information

(Check all that apply)

- B&W
 Color

Web Elements

Please post to Web site

Social Media

Please post on social media sites

Public Relations

This is something that is potentially newsworthy.

Approved by: (Name)

Signature

To be completed by Creative and Communications Department

| | | | | | |
|----------------|--|---------|--|----------|--|
| Project Number | | Date In | | Date Out | |
|----------------|--|---------|--|----------|--|