



New Project Request Form

CONTACT INFORMATION	
Name:	Department:
Email	Phone:
Website:	
Request a meeting to discuss project <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, we will contact you to set up a time)	
Are you the person who is giving the final project approval <input type="checkbox"/> Yes <input type="checkbox"/> No	

NEW PROJECT INFORMATION	
Approx. Target Deadline:	Title:
Objective (what do you hope to accomplish?):	
Project Description: (Example: Brochure to inform current students of an on going program.)	
Please indicate the type of project needed and dimensions here:	<input type="checkbox"/> Flyer <input type="checkbox"/> Art <input type="checkbox"/> Poster <input type="checkbox"/> Logo/Brand Development <input type="checkbox"/> Newsletter <input type="checkbox"/> Other * <input type="checkbox"/> Brochure <input type="checkbox"/> Postcard <input type="checkbox"/> Invitation <input type="checkbox"/> T-Shirt Design
If you selected "Other", please specify here:	
If you selected multiple projects, will the information be the same for all projects <input type="checkbox"/> Yes <input type="checkbox"/> No	
Print <input type="checkbox"/> Web <input type="checkbox"/> Both <input type="checkbox"/>	
Comments:	