



GRAPHIC DESIGN PROJECT REQUEST FORM

Please allow 4-6 weeks per project plus print time.

Project will be completed based on deadline and in the order received. All copy is required before design can begin. Please email completed form and any supporting documents to kelly.higgins@ncdps.gov.

CONTACT INFO	
Name:	Today's Date:
Email:	Department Division:
Phone:	Location:
Request a meeting to discuss project on the following date: ____ / ____ / ____ (recommended)	
Are you the person who is giving final project approval? <input type="checkbox"/> yes <input type="checkbox"/> no (if no, who: _____)	
Project has budget approval: <input type="checkbox"/> yes <input type="checkbox"/> no	Assigned communications officer:

PROJECT INFO	
Project Name: _____	
Deadline (date needed)	Needed for: (example: event name)
Project Goals (What is the purpose of this project for your division?):	
Project Description (Example: Rack Card to inform public of services and to call attention to our brand):	
Audience (Who are you trying to reach?) Primary: _____ Secondary: _____ Other: _____	Spanish version needed? <input type="checkbox"/> yes <input type="checkbox"/> no
Please indicate the type of project needed (check all that apply)	<input type="checkbox"/> Ad <input type="checkbox"/> Annual Report <input type="checkbox"/> Banner <input type="checkbox"/> Booklet <input type="checkbox"/> Brochure <input type="checkbox"/> Flyer <input type="checkbox"/> Invitation <input type="checkbox"/> Logo/Brand <input type="checkbox"/> Magazine <input type="checkbox"/> Map <input type="checkbox"/> Newsletter <input type="checkbox"/> Postcard <input type="checkbox"/> Poster <input type="checkbox"/> Rack Card <input type="checkbox"/> User Interface Design <input type="checkbox"/> Web banner <input type="checkbox"/> Social Media posting <input type="checkbox"/> Other
If you selected other, please specify the requested project:	
If you selected multiple projects, will information be the same for all projects? <input type="checkbox"/> yes <input type="checkbox"/> no	
Provided content: <input type="checkbox"/> text <input type="checkbox"/> other _____ <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____	Content needed: <input type="checkbox"/> text <input type="checkbox"/> other _____ <input type="checkbox"/> photos _____ <input type="checkbox"/> data for charts/graphs _____
How will this project be distributed?	

PROJECT SPECIFICATIONS (your office will be required to pay for any outside print services)	
How many colors: <input type="checkbox"/> black/white <input type="checkbox"/> 1-color <input type="checkbox"/> 2-color <input type="checkbox"/> full color	
Print Size: (in inches)	Digital Size: (in pixels)
Printing Method	In-house Options: <input type="checkbox"/> print yourself (pdf) <input type="checkbox"/> web (png)
	Outside Printer Options: <input type="checkbox"/> Correction Enterprises <input type="checkbox"/> Local Printer
Quantity: _____ <input type="checkbox"/> quick turnaround <input type="checkbox"/> standard turnaround	

Final text copy is due before project can be initiated.

Our ability to meet your project deadline is dependent on your delivery of all materials needed to complete the project. Any missing materials and/or content changes will impact the anticipated deadline.

We look forward to working with you, providing creative ideas and solutions for your projects!

-- the DPS Graphic Design Team