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**Graphic Design Request Form**

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| --- | --- | --- | --- |
| REQUESTOR'S NAME |  | PHONE |  |
| EMAIL |  | DEPARTMENT |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PRIORITY LEVEL |  | ORDER DATE & TIME |  |
| DATE NEEDED |  | DATE DELIVERED |  |

|  |  |  |  |
| --- | --- | --- | --- |
| WORK AUTHORIZED BY |  | DEPT. TO BE BILLED |  |

**PROJECT TITLE**

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**REQUEST / PROJECT DESCRIPTION**

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**PURPOSE OF PIECE**

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**TARGET AUDIENCE**

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| --- | --- |
| DESIGN TYPE / TYPE(S) OF PRODUCTS REQUESTED | Select the type of design needed by checking the appropriate box(es) |
| [ ]  Logo[ ]  Banner[ ]  Brochure[ ]  Business Cards[ ]  Letterhead | [ ]  Print Ad[ ]  Other[ ]  Other[ ]  Other[ ]  Other |

|  |  |
| --- | --- |
| GENERATIVE AI USE | [ ]  Check if generative AI can be utilized in the design process. |

|  |  |
| --- | --- |
| SERVICE REQUIRED | ELEMENTS PROVIDED BY REQUESTING PARTY |
| Check the appropriate box(es)[ ]  Writing and/or Editing[ ]  Graphic/Web Design[ ]  Photography[ ]  Illustration | Check the appropriate box(es)[ ]  Text/Copy[ ]  Graphic Elements[ ]  Photography[ ]  Reference Material/Samples |

***If the requested piece is a new design, please be prepared to provide samples to illustrate your ideas.***

|  |  |
| --- | --- |
| REQUIRED ELEMENTS |  |

|  |  |
| --- | --- |
| SIZE AND FORMAT |  |

|  |  |
| --- | --- |
| EXISTING PHOTOGRAPHY AVAILABLE? | PREVIOUS DESIGNS |
| Check the appropriate box(es)[ ]  Yes[ ]  No[ ]  I don’t know | Attach or mention previous designs for style reference. |

|  |  |
| --- | --- |
| BUDGET |  |

**TIMELINE / DEADLINE**

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| Indicate the completion date and any key milestones. |
| DATE | DELIVERABLE |
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**APPROVAL PROCESS**

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**ADDITIONAL NOTES / COMMENTS**

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