



Please complete the following information to begin your request.
When finished - SAVE the document and email it to:

creativeservices@norwich.edu

You will be contacted by the person most appropriate to your request within 48 (normal business) hours to go over specific details.

Creative Services Request Form

Department: _____ Date: _____

Contact Name: _____ Budget #: _____

Phone: _____ Email: _____

Additional Team Members: _____

PROJECT TYPE: For multiple services check all that apply.

Design/Print Photo/Video Web PR/Media Social Media

Project Name: _____ DUE DATE: _____

Is this for a specific event? Event Name: _____ Event Date: _____

DESCRIBE YOUR PROJECT AND HOW IT WILL BE USED:

Describe Your Primary Audience: _____

Project History/Future: New Reoccurring Done Previously (date) _____

Needs: Printing Copying Quantity: _____

Does the piece need to be mailed? Yes No To be received by: _____

BELOW ARE QUESTIONS TO HELP DEVELOP YOUR PROJECT TO REACH THE OUTCOMES YOU DESIRE.

Your OC rep will review these with you.

What is your goal?

How will you be measuring/tracking your success?

Who will receive the piece? Who are we talking to?

What do we want them to think?

What do we want the viewer to do?

What are your crucial pieces of information to include?