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

<table>
<thead>
<tr>
<th>Department:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Budget #:</td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Additional Team Members:</td>
<td></td>
</tr>
</tbody>
</table>

**PROJECT TYPE:** For multiple services check all that apply.

- [ ] Design/Print
- [ ] Photo/Video
- [ ] Web
- [ ] PR/Media
- [ ] Social Media

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>DUE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this for a specific event? Event Name:</td>
<td>Event Date:</td>
</tr>
</tbody>
</table>

**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?