

Ministry info:

Name _____ Phone _____

Department _____ E-Mail _____

Project Title _____

NEW PROJECT (If this is a major project or marketing campaign, it will require a meeting with the Graphics Director)

REVISION of Previous Project

Submission Date _____ Desired Delivery Date _____

PLEASE ALLOW AT LEAST 4 WEEKS for new projects, or major campaigns.

Please check
all applicable

SERVICES:

Design

Print

Web Post

Social Media Post

Multimedia Slide

Other (Specify)

PROJECT TYPE:

Brochure

Digital Web Banner

Flyer

Logo

Newsletter

Postcard

Outdoor Banner

Indoor Banner

Other (Specify)

SIZE:

5.5 x 8.5

8.5 x 11

11 x 17

18 x 24

18 X 42

Other (Specify)

PRINT INFORMATION:

B&W

4 Color

FINISHING:

BI-Fold

Tri-Fold

Perfect Bind

Saddlestitch

Other (Specify)

Description of project

Request for design services must be turned in **at least 4 weeks** prior to date of event. There is a **cost for all copies** made outside the church, which will come from your ministry budget.

A PDF file of the finished design will be sent by email for proofing of design and content. Changes should be noted and returned to star visual communications department mailbox or emailed to djobe@n2desgnz.com.

TO BE COMPLETED BY STAR VISUAL COMMUNICATIONS DEPARTMENT

Project Number	Date In	Out By