


Today's date	First draft due date* <i>see policy below</i>	Department name	
Requestor name		Phone	Email
Type of service (Check all services needed)			Rush (Rush fees will apply)
Design/Illustration	Media Management	Photography	Printing
Video	Web / Digital / Electronic	Writing/Editing	Other
Project name			Approving supervisor name
Is this an update to a previous project?		Working with someone in Marketing or Internal Communications?	
No	Yes / Previous job name and/or number:	No	Yes / If yes, Who?:
Project description			
<p>What is the overarching message? Simply put, what are the one or two things you need people to know or walk away with once they've seen the piece we create for you?</p> <p>What are the 'must haves'? Specific copy points or subjects for photography are examples of things we'd like to know up front. On the flip side, understanding what's flexible or optional to you is just as helpful to us.</p> <p>What is the desired action you want your audience to take? Do you need your audience to call a number for information, register online for something, email an RSVP? Your piece should include a specific call to action.</p> <p>Will the piece be printed, electronic communication or both? printed Quantity: electronic</p>			
Final due date* <i>see policy below</i>	Deliver to:	Location:	
Mandatory field	Do you need an estimate?	What is your budget?	
Chartfield Number:	No Yes		

 ***Due Date Policy:** Three week turn-around time required for first drafts of graphic design projects. A \$120 /hour rush fee will be charged for expedited turn-around. Writing, video and photography projects scheduled based on availability.

Submit this form and supporting files less than 2 MB in size to your Creative Communications account manager, or to creative@wakehealth.edu. For files larger than 2MB, use the Generic File Upload form on FileConnect at fileconnect.wakehealth.edu/WebInterface/login.html.

To place **research poster** orders, go to fileconnect.wakehealth.edu/WebInterface/login.html. To place **business card** orders, go to wfbmc.nowdocs.com.