

Project Checklist

For print or web related design projects

Form must be submitted for approval to the Director of Marketing and Communications

Name:

Project Title:

Contact Phone & Email:

School:

Describe the scope of your project....

Example: Please describe size of project: web page, brochure, postcard, poster, banner, info-screen, list number of pages, etc.

How much content do you have? Do you have any images?

Please run content by your director prior to submitting for design or the web. List estimated amount here. Do you have high resolution images for print?

What is the timeline for your project?

What date do you need the print piece in hand? What date would you like the webpage to go live? Please list all important dates.

What is your budget?

Where is the funding coming from?

Your Signature

Date

Director of Marketing and Communications Signature

Date