



GRAPHIC DESIGN Project Request Form

Date Submitted:	
Job #:	
Date Began:	
Hours:	
Cost:	

IMPORTANT: All design projects must be requested 14 days prior to final due date. Requests will be assigned to the available designer. Projects must be approved by job coordinator before a project can begin. Contact Design Ministry to determine final due date in order to ensure quality jobs and sufficient time for proving, edits and approvals. All copy should be finalized prior to being delivered to Design Ministry.

Ministry Requesting	Client Name
Phone	Email
Project Title	Due Date
Event Date	Theme/Scripture

APPROVAL TO BEGIN PROJECT

Approving Financial Minister Signature:

Pastor Hailey Signature:

NOTE: Requests will be assigned to available designer. All media must include Senior Pastor's name, church logo and address.

Job Type	Job Specifications	Production
<input type="checkbox"/> Flyer <input type="checkbox"/> Brochure <input type="checkbox"/> Logo Design <input type="checkbox"/> Newsletter <input type="checkbox"/> Letters <input type="checkbox"/> Programs <input checked="" type="checkbox"/> Poster	QUANTITY: SIZE: <input type="checkbox"/> 8½ x 11" <input type="checkbox"/> 8 x 10" <input type="checkbox"/> 11 x 17 <input type="checkbox"/> Other (specify):	<input type="checkbox"/> Color <input type="checkbox"/> Grayscale/BW <input type="checkbox"/> Booklet <input type="checkbox"/> Binding <input type="checkbox"/> Stapling <input type="checkbox"/> Copies: <input type="radio"/> Color <input type="radio"/> B/W <input type="checkbox"/> 2-sided printing PRINTING METHOD <input type="checkbox"/> In-house Printer: No bleeds, house paper stock. <input type="checkbox"/> Outside Printer: Budget for outsourced print jobs must be approved, first.

Materials Supplied

- ☐ Copy
- ☐ Photos/Images
- ☐ Sketches*

Project Summary (Please write a brief description of your project):

Client Signature:

Date:

PIO Approval Signature:

Date:

Date	Proof 1	Proof 2	Proof 3
Sent			
Returned			