[](https://www.smartsheet.com/try-it?trp=11619&utm_source=integrated-content&utm_campaign=/content/marketing-brief-templates&utm_medium=Marketing+Project+Brief+doc+11619&lpa=Marketing+Project+Brief+doc+11619)**MARKETING PROJECT BRIEF TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | **CLIENT** |  |  | |  |  |  | | **PROJECT NAME** |  |  | |  |  |  | | **BRAND** |  | **PRODUCT** | |  |  |  | | ***Client contact name*** *Phone number Email Address Mailing address line 1 Mailing address line 2 Mailing address line 3* |  | ***Your company contact name*** *Phone number Email Address Mailing address line 1 Mailing address line 2 Mailing address line 3* |  |  |  |  | | --- | --- | --- | | **DATE** |  | **AUTHOR** | |  |  |  |   PROJECT |  |  |
| **PURPOSE | W*hy?*** | | |
|  | | |
| **OPPORTUNITY | *Ultimate impact?*** | | |
|  | | |
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| --- | --- | --- |
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| ELEMENTS | | |
| ***What are the fundamental components of the project?*** | | |
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| OBJECTIVE | | |
| **What does the project work to achieve?** | | |
|  | | |
| TARGET AUDIENCE | | |
| **PROJECT TARGET | *Who are we trying to reach?*** | | |
|  | | |
| **BRAND TARGET | *Who does the brand speak to?*** | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| ATTITUDE | | | |
| **PROJECT TONE | *What traits are we trying to convey?*** | | | |
|  | | | |
| **BRAND PERSONALITY | *What characteristics define the brand?*** | | | |
|  | | | |
|  |  |  | |
| MESSAGE | | | |
| **THE TAKEAWAY | *What is the key idea to be remembered?*** | | | |
|  | | | |
| **TAGLINE | *prepared copy, key words, or theme*** | | | |
|  | | | |
|  |  |  | |
| FURTHERMORE | | | |
| ***Include any additional critical information.*** | | | |
|  | | | |
|  |  | |  |
| COMMENTS AND APPROVAL | | | |
| **COMMENTS** | | | |
|  | | | |
| **DATE** | **SIGNATURE** | | |
|  |  | | |

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