**Simple Creative Request**

**Form Template**

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| **PROJECT TITLE** | Enter a short, descriptive name that easily identifies your project. |

REQUESTER INFORMATION

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| **NAME** | Provide your full name. |
| **DEPARTMENT** | Provide the name of your department. |
| **PHONE** | Enter your phone number. | **EMAIL** | Enter your email address. |

CREATIVE PROJECT DETAILS

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| **PROJECT DESCRIPTION** | Describe what you need in a few sentences, including the purpose and any key details. |
| **OBJECTIVES** | State the goal of your project. What do you hope to accomplish? |
| **TARGET AUDIENCE** | Specify who the end-users or viewers of this project are. Who are you trying to reach? |
| **DELIVERABLES** | List all items you're requesting, such as specific designs, documents, or digital files. |
| **CREATIVE BRIEF** | Share any ideas, themes, or creative direction you have in mind to guide designers. |

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| **DEADLINE** | Indicate the final date by which you need the project completed. |

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| **BUDGET** | If known, provide an estimated budget for the project to help manage expectations. |

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| **APPROVAL PROCESS** | Note who will review and approve the work, including any steps for revision or feedback. |

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