**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12047&utm_source=template-word&utm_medium=content&utm_campaign=Graphic+Design+Request+Form-word-12047&lpa=Graphic+Design+Request+Form+word+12047)**

**Graphic Design Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUESTOR'S NAME |  | PHONE |  |
| EMAIL |  | DEPARTMENT |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PRIORITY LEVEL |  | ORDER DATE & TIME |  |
| DATE NEEDED |  | DATE DELIVERED |  |

|  |  |  |  |
| --- | --- | --- | --- |
| WORK AUTHORIZED BY |  | DEPT. TO BE BILLED |  |

**PROJECT TITLE**

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|  |

**REQUEST / PROJECT DESCRIPTION**

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|  |

**PURPOSE OF PIECE**

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|  |

**TARGET AUDIENCE**

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| --- | --- | --- |
| DESIGN TYPE / TYPE(S) OF PRODUCTS REQUESTED | Select the type of design needed by checking the appropriate box(es) | |
| Logo  Banner  Brochure  Business Cards  Letterhead | Print Ad  Other  Other  Other  Other |

|  |  |
| --- | --- |
| GENERATIVE AI USE | Check if generative AI can be utilized in the design process. |

|  |  |
| --- | --- |
| SERVICE REQUIRED | ELEMENTS PROVIDED BY REQUESTING PARTY |
| Check the appropriate box(es)  Writing and/or Editing  Graphic/Web Design  Photography  Illustration | Check the appropriate box(es)  Text/Copy  Graphic Elements  Photography  Reference Material/Samples |

***If the requested piece is a new design, please be prepared to provide samples to illustrate your ideas.***

|  |  |
| --- | --- |
| REQUIRED ELEMENTS |  |

|  |  |
| --- | --- |
| SIZE AND FORMAT |  |

|  |  |
| --- | --- |
| EXISTING PHOTOGRAPHY AVAILABLE? | PREVIOUS DESIGNS |
| Check the appropriate box(es)  Yes  No  I don’t know | Attach or mention previous designs for style reference. |

|  |  |
| --- | --- |
| BUDGET |  |

**TIMELINE / DEADLINE**

|  |  |
| --- | --- |
| Indicate the completion date and any key milestones. | |
| DATE | DELIVERABLE |
|  |  |
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**APPROVAL PROCESS**

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**ADDITIONAL NOTES / COMMENTS**

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