

Happy to help!

Completing this questionnaire is an efficient way to provide all of the pertinent information to your design team. Clear and concise communication with your creative team can ultimately shorten the time it takes to complete a project.

Company name (if applicable)

Name *

First Name Last Name

Email *

example@example.com

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Phone Number *

It is highly important that there be one decision maker in your group to avoid any confusion or misinformation. Who is that person in your group? *

Before we can begin working on your project, we would like to schedule a consultation to help pinpoint your needs. *

I can meet in person

I would prefer a video conference using Zoom

I would prefer to speak by phone

Do you have a deadline for this project? *

Yes

No

If yes, please indicate the deadline here:



Month Day Year

Let's get into the details of your request

Project title. *

Use company name, event name, or a project nickname

Project description *

Be as thorough as possible. Include background for the project, if relevant.

Tell us about your primary target audience *

Call to action - What do you want your audience to do as a result of this project? *

What do you want the audience to do?

Deliverables

- | | |
|----------------------|--------------------------|
| Logo design | Print Ad |
| T-Shirt Illustration | Postcard |
| Invitation | Program |
| Booklet | Newsletter |
| Flyer | Brochure (i.e. tri-fold) |
| Direct Mailer | Poster |
| Product packaging | Product label |
| Social Media Ads | App Icon Design |
| Email Graphic | Website Ads |

If "Other", please describe your needs here:

Include further details if necessary

What objectives would you like to achieve with this project:

The UNIQUE SELLING PROPOSITION is that thing that separates you from your competition. What is your Unique Selling Proposition?

What differentiates your company, product, and/or service? Why should your audience care?

The one thing you want your audience to remember:

Complete these questions for logo design projects only.

Skip this section if you do not have a logo in your design request.

What is the name of the company to be included in the logo?

Do you have a tagline you'd like to include in the logo?

Who is your competition?

What best represents your company? Regardless of what your company focuses on, think of a single image that best represents it. Amazon sells almost everything under the sun and thus they incorporate an “A to Z” symbol in their logo.

What colors do you want or not want to be used in your logo?

Where will you be using your logo? Web, app, print, building signage, etc.?

When are you available for a consultation?

Select the best day of the week, and time of day, for you to have a 20-minute consultation with your designer. You will receive a Google Calendar invitation with further information.

If you aren't able to find a day/time to meet in the schedule above, let us know what works for you and we'll see if something can be done to accommodate your schedule.

Thank you for taking time to complete this creative request form.

We will be in touch with you as soon as possible to schedule your consultation.