



Senior Services, Inc.

PROJECT REQUEST FORM

INSTRUCTIONS: Use the following form for all design and content marketing requests. Please make sure to fill out ALL information to the best of your knowledge - a follow-up discussion may be necessary before the project is started.

GENERAL INFORMATION

Project Owner:

Date of Request:

Project Title:

Deadline:

What is your intended goal/what do you want to communicate?

PROJECT DETAILS

Where will this project be used?

Who is the audience?

Type of Project:

Brochure

Flyer

Email/E-Blast

Website

Social Media

Photo

Video

Other:

Size (if applicable):

Will this be professionally printed? YES NO

Quantity (for print projects):

PROJECT CONTENT

Project Description: (Please supply any copy or important information that needs to be included - ex. time, date, location, photos to be used, contact information, etc. - you may submit an extra attachment if necessary)

COMMENTS

Additional Comments: (Any other information that would affect the design of your project)

SUBMIT REQUESTS TO:

Joel McIver,
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THANK YOU