

COMMUNICATIONS WORK ORDER

REQUESTER NAME		PHONE	
EMAIL		COMMITTEE/TEAM	
PRIORITY LEVEL		ORDER DATE & TIME	
DATE NEEDED		DATE DELIVERED	
PURPOSE		ACCT. TO BE BILLED	

REQUEST DESCRIPTION

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

SERVICE REQUIRED	ELEMENTS PROVIDED BY REQUESTING PARTY
PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES	PLACE AN "X" IN THE APPROPRIATE BOX OR BOXES
WRITING AND/OR EDITING <input type="checkbox"/>	BROCHURE <input type="checkbox"/>
GRAPHIC / WEB DESIGN <input type="checkbox"/>	PROMOTIONAL ITEM <input type="checkbox"/>
PHOTOGRAPHY <input type="checkbox"/>	ARTICLE <input type="checkbox"/>
T-SHIRT <input type="checkbox"/>	OTHER <input type="checkbox"/>

PURPOSE OF PIECE

TARGET AUDIENCE (YOUTH, TEENS, GENERAL, ETC.)

EXISTING PHOTOGRAPHY AVAILABLE?	IS THERE A BUDGET FOR THIS JOB?
YES <input type="checkbox"/>	NO <input type="checkbox"/>
NO <input type="checkbox"/>	YES <input type="checkbox"/>
I DON'T KNOW <input type="checkbox"/>	IF YES, HOW MUCH? <input style="width: 100%;" type="text"/>

LIST ALL INDIVIDUALS RESPONSIBLE FOR REVIEWING / PROOFING WORK

ADDITIONAL NOTES