

Creative Submission Form

This form must be submitted at least 5 weeks prior to first due date.

Date Filed: _____

Event/Project Name: _____

Due Date(s): _____

Contact Person(s): _____

Approved PO#: _____

Contact Phone #: _____

(Projects that require payment or purchase must have an approved PO# before project can be started.)

Contact Email: _____

Department: _____

This is a request for: (Check all that apply - Provide due dates if requesting multiple items)

Level 1

- Bulletin Article
- Flyer In-House Out of House* Qty: _____
- T-Shirt*
- Brochure In-House Out of House* Qty: _____
- Other: _____

Level 2

- Bulletin Cover or Insert
- Banner*
- Poster*
- Postcard*
- Foyer Table Toppers
- Web Ad*
- Video
- HTTPV Announcement
- Other: _____

Level 3

- Digital Billboard
- Motion Graphic/Animation
- Broadcast Commercial*
- Radio Commercial*
- Street Signs*
- Newspaper/Magazine Ad*
- Bulk Mailout (*over 200 mailouts*)*
- Other: _____

(* = PO# required)

All projects get only one proof for revisions and a final proof before printing.

Briefly describe the intent/purpose/goal of your project. _____

Who is the intended target audience for this project? (age/demographic?) _____

If you are requesting a bulletin article, video or any project requiring a large amount of text, please include all text (including video scripts) that you want shown in your project here. Please print legibly and be as accurate as possible in spelling, grammar and punctuation. **NO CONTENT WILL BE WRITTEN FOR YOU!**

Creative Department

Your project has been approved for

- Level 1 Level 2 Level 3

Questions/comments about your project request:

Received by: Design Dept. Video Dept.

Date Received: _____

Received By: _____

Estimated Completion Date: _____

Design Completion Sign-Off:
(by Contact Person or Dept. Head upon completion of project)

If applicable, please reply via email to media@harvesttime.net

If no information is provided here, only the content can be proofed, not the design.

Please choose as many of the following style words that match your idea for this project.

- | | | | | |
|--|--------------------------------------|-----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Informational | <input type="checkbox"/> Retro | <input type="checkbox"/> Colorful | <input type="checkbox"/> Organic/Earthy | <input type="checkbox"/> Futuristic |
| <input type="checkbox"/> Simple | <input type="checkbox"/> Informative | <input type="checkbox"/> Sporty | <input type="checkbox"/> Serious | <input type="checkbox"/> Muted |
| <input type="checkbox"/> Realistic | <input type="checkbox"/> Geometric | <input type="checkbox"/> Formal | <input type="checkbox"/> Dark | <input type="checkbox"/> Trendy |
| <input type="checkbox"/> Old | <input type="checkbox"/> Industrial | <input type="checkbox"/> Abstract | <input type="checkbox"/> Playful | <input type="checkbox"/> Artistic |
| <input type="checkbox"/> Classic | <input type="checkbox"/> Loud/Bold | <input type="checkbox"/> Modern | <input type="checkbox"/> Hi-Tech | <input type="checkbox"/> Adventurous |
| <input type="checkbox"/> Low-Tech | <input type="checkbox"/> Bright | <input type="checkbox"/> Casual | <input type="checkbox"/> Soft/Elegant | <input type="checkbox"/> Busy/Complex |

Are there any other key words that would describe what you are wanting this project to look/feel like? _____

Do you already have any ideas of how you want this project to look graphically?
Explore your own creativity and jot down some thoughts or do some simple sketching or storyboarding (video).

Are there any websites, videos, printed materials or other sources of inspiration that you would recommend looking at to help understand your request? Please list the websites here, or attach printed materials _____

Additional comments: _____

If you have your own graphic already designed, please email an editable file to media@harvesttime.net for approval before printing.