

# Project Intake Form

## La Sierra Communications and Integrated Marketing

Name of project:

Contact person/contact info:

Department to be billed:

Desired delivery date (see page 2):

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**BACKGROUND:**

Type of project:

Project goal/purpose:

Who is the audience?

Is the piece associated with an upcoming event?

How will the piece be used/distributed? Will it be mailed/need delivery component?

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**SPECIFICATIONS:**

Size of the piece:

Specific colors/elements that should be used:

Should the design be based on any other existing pieces?

What is the quantity needed?

If a print project, do you need us to provide print quotes? Who will be doing the printing?

Suggested/desired formats for the piece:

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**COMPONENTS:**

Who is providing the text and when will we receive it?

Who is providing the images/graphics and when will we receive them?

Are there any other details about the content of this piece that we should know?

Is there a budget for additional artwork (stock/custom/photography) if needed?

Does the project have a web component or a related website?

TIMELINE (please fill in interim deadlines/person responsible before due date)

1. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

2. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

3. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

4. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

5. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

6. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

7. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

8. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

9. Description: \_\_\_\_\_

Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Project Delivered to Client (date): \_\_\_\_\_