

COMMUNICATIONS JOB REQUEST



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| JOB NAME: | TODAY'S DATE: |
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| JOB TYPE: (Flyer, brochure, poster, etc.) | JOB OWNER: | |
| DUE DATE: (Subject to production schedule) | ALSO NEED: <input type="checkbox"/> Web <input type="checkbox"/> Slide | PHONE (EXT.): |

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| PRINTING | | | |
| QUANTITY: | If outside printing: | BUDGET ID #: | ACCOUNT CODE #: |
| FINAL SIZE: <input type="checkbox"/> 5.5" x 8.5" (half-letter) <input type="checkbox"/> 8.5" x 11" (letter) <input type="checkbox"/> 11" x 17" (poster) <input type="checkbox"/> Other _____ | | | |

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| PURPOSE Fill out this section one time per campaign | |
| AUDIENCE: (Students, Church-wide, etc.) | ADDITIONAL NOTES: <i>Reminder: All copy should be emailed to Sandy (sharris@fbctn.org).</i> |
| KNOW: What is the primary take-away for this piece? (What is the one thing your audience should learn?) | |
| FEEL: What emotion(s) should the design create? | |
| DO: What do you want your audience to do (call-to-action)? | |

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| COMMUNICATIONS DEPARTMENT USE ONLY | | |
| Printing: ___ In-house printing ___ Outsource printing | Color: ___ 4-C ___ 2-C ___ 1-C ___ B/W | Designer: _____ |