

Creative Services WORK ORDER

For Design / Editorial /
Marketing / Media /
Photography / Printing

All requests for print and marketing materials begin with this form.

If at all possible, please allow at least two weeks to deliver your project (Note: Please use the "Stationery Request Form" for business cards and stationery.)

THE PROCESS:

Please fill out this form as completely as possible. These answers help us understand your goals and allow us to set proper production timelines.

Include details about your project, what resources you have (written material, photos, etc.), and what you need from us.

Set up a work meeting with us to review the work plan.

Bring any additional information that may help us develop your content and design your project, such as electronic files and paper copies of your text, artwork, photographs, etc.

NORTHERN COMMUNICATIONS &
MARKETING (NCAM), ADI28

Sandy Krolick, Creative Director
505 747.2191
sandyk@nnmc.edu

Lisa Pelletier, Designer
lisa.pelletier@nnmc.edu

I. CONTACT INFORMATION

Project Contact: _____

Date: _____

Phone: _____

Email: _____

2. PROJECT

Project name: _____

Target audience: _____

Estimated budget: _____

Quantity needed: _____

Completion/Mail date: _____

3. PRODUCTION DETAILS

TYPE OF PROJECT OR PUBLICATION: CHECK ALL THAT APPLY

Advertisement

Program/Book

Press release or article

Brochure

Flyer

Web page

Invitation

Poster

Social Media

Postcard

Printing

Other _____

WRITING:

All text supplied by you, the client

Communications staff will write text

Client-supplied text needs editing

Update text from last version

ARTWORK & PHOTOGRAPHY:

Do you want photos in your piece?

yes no

Who will provide the photos?

you, the client

Communications staff

MAILING & DELIVERY:

Will your piece be mailed?

yes

no

If yes, does it need: self-mailer

return mail card

envelope w/ return address

How will it be mailed?

first class

non-profit bulk

MEDIA COVERAGE:

Will your project require media coverage?

yes

no

If yes, which venue: publication, social media, etc.? _____

4. SET UP A WORK MEETING WITH US

Contact Sandy (x2191, sandyk@nnmc.edu) to schedule a meeting to discuss your project.

Bring this form and all of your materials. Thank you!