

Bible Way Fellowship Baptist Church
graphic design request form

event: _____ date submitted: _____ date of event: _____

contact person: _____ telephone number: _____ email address: _____

projected advertisement date*: _____ ministry/department: _____ account code: _____

*ASAP and next day requests are not acceptable. New projects should be turned in 30-45 working days in advance of event. Revisions require at least a minimum of 14 days turnaround time.

step 2: design specifications

brochure mailer invitation event cover leaflet/booklet ad for Proclaimer

flyer poster advertisement form sign/banner other

project size: 8.5"x11" 8.5"x14" 11"x17" other quantity: _____

photos/images provided: attached/included will send not necessary designer's suggestion
submit photos in jpeg format

step 3: project description

use space below (add additional sheet(s) as needed) to describe project in detail

progress updates/review (allow a minimum of 14 days) (for graphic designer's use only)

date 1: _____ date 2: _____ date 3: _____

for office use

closed: _____
file name/location: _____