

# RECOGNITION DISPLAY WORKSHEET

*Please complete this worksheet as it will give us a better understanding of your specific needs and parameters associated with your project. Please fax the completed form to (877) 746-4650 or e-mail to [mike@recognition-sw.com](mailto:mike@recognition-sw.com). Once received, we will contact you to discuss your recognition project. Thank you very much!*

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**1. What are the categories and total number of donor's that you want to recognize?**

<u>Common Giving Categories</u>	<u>Your \$ or Name Categories</u>	<u># of Gifts</u>
• \$1 Million plus	_____	_____
• \$500,000 to \$1,000,000	_____	_____
• \$250,000 to \$499,999	_____	_____
• \$100,000 to \$249,999	_____	_____
• \$50,000 to \$99,999	_____	_____
• \$25,000 to \$49,999	_____	_____
• \$10,000 to \$24,999	_____	_____
• \$5,000 to 9,999	_____	_____
• \$1,000 to \$4,999	_____	_____
• \$500 to \$999	_____	_____
• \$100 to \$499	_____	_____
• \$1 to \$99	_____	_____

**2. What is the size of the space (wall space) that you have to work with?**

Wall Dimensions: \_\_\_\_\_ (width) x \_\_\_\_\_ (height)

**3. Will the display include a Mission Statement/Vision/or other primary text message?**

Yes                  No                  List: \_\_\_\_\_

**4. Do you want to include a logo/seal/portrait or other artwork on the display?**

Yes                  No                  List: \_\_\_\_\_

## **RECOGNITION PRODUCTS OF THE SOUTHWEST**

6607 Connie Lane • Suite 200 • Colleyville, Texas 76034

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5. *What type of Campaign do you want to recognize?*

Annual      Capital      Other: \_\_\_\_\_

6. *If the display is to recognize a Capital Campaign, what is the start and end date.*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

7. *What is the projected total revenue for the Campaign?*

Estimated \$: \_\_\_\_\_

8. *Will the Campaign funds be used of a specific purpose? If so, please briefly describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. *Will the display require any unique/unusual recognition? If so, please briefly describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. *Does any previous or existing recognition have an impact or need to be considered with this project, i.e. colors, materials, themes?*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. *Do you have any budget guidelines for this project? If so, please briefly describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. *What is the date that you need to have the display in-hands or installed? Is there a specific dedication event planned?*

In-Hands Date: \_\_\_\_\_ Dedication Event Date: \_\_\_\_\_

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