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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Diocese Communications Production Request | | | | | | | | | | | | | | |
| Project Name | | |  | | | | | | | | | | | |
| Contact person(s) | | |  | | | | | | | | | | | |
| Phone | | |  | | | | | **Email** | | | |  | | |
| Department | | |  | | | | | **Billed to** | | | |  | | |
|  | | | |  | | | |  | | | | | |  |
| Print | | | | | | | | | | | | | | |
| Flyer  Bulletin ad (full/half/qtr)  Postcard | | | | | | Poster   Banner   Ad(s) | | | Prayer card  Booklet  Logo | | | | | Other: |
| Social Media | | | | | | | | | | | | | | **Other Digital** |
| Facebook Post (851x350px)  Facebook Banner 1280px sq | | | | | | 1880px circle  Twitter | | | Other: | | | | | Website  Video |
|  | | | |  | | | |  | | | | | |  |
| *Please include size(s)* | | | | | *Be specific. Examples: # of pages, inches or pixel dimensions* | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Primary Communication Message | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Secondary message | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Target Audience | | | |  | | | | | | | | | | |
|  | | | |  | | | |  | | | | | |  |
| Content | | | | | | | | | | | | | | |
| Date(s) of event | |  | | | | | | | | **Time(s)** | | |  | |
| Location: | | | |  | | | | | | | | | | |
| Colors | | | | Full color / Grayscale/ specific colors if preferred | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Fonts |  | | | | | | | | | | | | | |
| Logos to include |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Printing | | | | In house | | | Printer: | | | |  | | | |
|  | | | |  | | | |  | | | | | |  |
| Timeline | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| *Draft due date(s)* | | | | *Final Due* | | | | Date to printer | | | | | | Date available |
|  | | | |  | | | |  | | | | | |  |
|  | | | |  | | | |  | | | | | |  |
| Additional Information | | | | | | | | | | | | | | |
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