|  |
| --- |
| 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 |
|  |