

Print Centre design brief

Your Details

Your name

Department

Email Phone number

Campus Building number Room number

Project Details

Project title

Date required Budget

Medium (i.e. web banner / advert / flyer / pull-up stand / T-shirt)

Background

Target audience

Objectives

Key message

Desired result in audience

Design requirements

Existing marketing material that this will go alongside (please supply example)

What text will you be supplying? Please also specify if you need help with copywriting.

Please supply your text as a word document, you don't need to worry too much about formatting as it will be reformatted into our design package.

What images will you be supplying?

It is your responsibility to make sure all images you supply have the correct copyright and model release permissions. The Print Centre will not be responsible for any images you have supplied that do not have the correct permission for use.

Do you want us to source any images for you? If so what kind of images?

Further information

Is there anything else you would like us to know?