1. Before filling out this form in Microsoft Word, please use “Save As” to save it to your computer.
2. When finished, save the completed form and email it as an attachment to ANRCommunications@anr.msu.edu.
3. An ANR Communications & Marketing staff member will contact you to discuss the details of your project.

| **» PROJECT OVERVIEW** |
| --- |
| **Project Name:**       | **Date Submitted (m/d/yy):**       |
| **Is this a revision of a job ANR Communications & Marketing has worked on previously?** [ ]  Yes [ ]  No |

| **» CONTACT INFORMATION** |
| --- |
| **Name:**       | **Email:**       |
| **College:**       | **Phone:**       |
| **Department:**       | **Fax:**       |

| **» PROJECT DETAILS** |
| --- |
| **What type of service(s) do you require?** *(please check all that apply):* |
| **Creative*****Design, Editing, Translation & Print*** [ ]  graphic design services[ ]  editing services[ ]  translation services[ ]  printing and mailing services\*[ ]  fact sheet or bulletin[ ]  book or curriculum piece[ ]  newsletter (print or electronic) [ ]  display, banner or signage[ ]  presentation materials [ ]  other:      ***Video & Multimedia*** [ ]  closed captioning[ ]  podcast[ ]  radio or TV spot[ ]  video  [ ]  other:      Will final product be posted on the web and require accessibility features?[ ]  Yes [ ]  No | **Communications Consulting** [ ]  email marketing [ ]  press release or media alert [ ]  PR campaign [ ]  strategic or marketing plan [ ]  website or web content [ ]  writing [ ]  social media [ ]  other:      **Bookstore Consulting** [ ]  pricing [ ]  reprints [ ]  marketing  [ ]  advertising [ ]  other university/partner orders  [ ]  other:      Will product be available through shop.msu.edu (MSU Extension Bookstore)?[ ]  Yes [ ]  No | Are you currently working with a communications consultant on this project? [ ]  Yes [ ]  NoIf yes, who?      **Project Details**       |
| **Briefly describe the target audience(s) and the outcome you’d like from this project:**      **\*Does your project require printing services (including bidding/management)?** [ ]  Yes [ ]  NoIf yes, what quantity do you need printed (we will provide an estimate for your review)?      **\*Will your project require mailing services?** [ ]  Yes [ ]  No |

| **» PROJECT TIMELINE** |
| --- |
| **When do you need the final product(s)?** *A date is required to create a project timeline. Please do not indicate “ASAP.”*       |

| **» PROJECT FUNDING** |
| --- |
| **Is this project part of a grant?** [ ]  Yes [ ]  No If yes, what is the grant and the billing deadline?      **What is your budget for this project?** *If you have separate budgets for editing, design, printing and other production costs, please include those on an attached sheet.*       |

| **» ADDITIONAL COMMENTS OR INFORMATION** |
| --- |
|       |

[x]