1. Before filling out this form in Microsoft Word, use “Save As” to save it to your computer.
2. When you are finished, “Save” this form and email it as an attachment to ANRCommunications@anr.msu.edu.
3. An ANR Creative or MSU Extension Communications staff member will contact you to discuss your project.

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

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

| **» PROJECT DETAILS** |
| --- |
| **What type of service(s) do you require?** *(check all that you think may apply):* |
|  **ANR Creative*****Design, Editing and Print Services***[ ]  Book or Curriculum Piece[ ]  Brochure or Flier[ ]  Display, Banner or Signage[ ]  Editing[ ]  Fact Sheet or Bulletin[ ]  Graphic Design[ ]  Newsletter (print or electronic) [ ]  Presentation Materials[ ]  Printing Services *(\*see below)*[ ]  Other:      ***Video and Multimedia Services***[ ]  Closed Captioning[ ]  Radio or TV Spot[ ]  Video [ ]  Other:      Will product be posted on the web and therefore 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 [ ]  Other:      **Bookstore Consulting** [ ]  Pricing [ ]  Reprints [ ]  Marketing  [ ]  Advertising [ ]  Other University/Partner Orders  [ ]  Other:      Will product be available through the MSU Extension Bookstore (shop.msu.edu)?[ ]  Yes [ ]  No | Are you currently working with a communications consultant on this project? [ ]  Yes [ ]  NoIf yes, with whom?      **Details** *(please specify the details of your project)*      |
| **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** |
| --- |
| **What account number(s) should be used for billing purposes?**      **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** |
| --- |
|       |

[ ]