Standard Project Request Questions

➤ **What type of project is this?**

❒ Marketing Campaign ❒ Media ❒ Community Outreach *Refer to the standard
❒ Event ❒ Photography/Video ❒ Signage/Wayfinding* signage request form
❒ Advertising Print ❒ Design
❒ Advertising Social ❒ Website

➤ **Please complete the following:**

Requester:_____

Project Lead/ Contact:_____

Additional contacts for resources and sharing:_____

Budget Source:_____ Budget Amount:_____ GL Code:_____

Estimated Project Size: ❒ 1 hr ❒ 2 hr ❒ 3 hr ❒ 4 hr ❒ 5 hr ❒ 10+

Due Date:___/___/_____ Delivery Date:___/___/_____

➤ **Other questions to consider for large requests:**

Upon the successful completion of this project, what will be important to you?

_____

What are your priorities for these desired results?

_____

How will we measure success?

_____

How often and in what form would you like progress updates?

_____

Is there anyone else I should ask these questions?

_____

Has the final version been approved? ❒ Yes ❒ No

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Standard Signage Request Questions

➤ **Please complete the following:**

Who is requesting the sign?_____

Who will pay for the sign/hardware?_____

How often is the sign being requested?_____

Does this sign fulfill a legal requirement?_____

Could the confusion without the sign in place be solved through training or employee education?_____

Due Date: _____/_____/_____   Delivery Date:_____/_____/_____

Is the sign for the ☐ public or ☐ employees?

How will this sign improve communication?

_____

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