



# Artwork Request Form

Submit request to graphic artists. Allow 3-5 days for artwork due date. Please attach sketches or previous artwork, mandatory logos and graphics and be specific in special instructions and summary.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Artwork (i.e. Brochure, Flyer etc.): \_\_\_\_\_

Artwork Due Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

## ARTWORK FOR EVENT

Title of Event/Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location Address: \_\_\_\_\_

Topic: \_\_\_\_\_ Target Audience: \_\_\_\_\_

Size of audience: \_\_\_\_\_ Mandatories: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Special Instructions:

Event Summary:

Other Comments: