



Saint Therese

DESIGN INTAKE FORM

Please fill out this form thoroughly and attach all pertinent content (text, images, etc). Complete a separate form for each project you request. Send completed form to Soma Escobedo at somae@sainttherese.org. You will be notified that your project request has been received. If necessary, Soma will follow up with you to clarify any details.

Turnaround time varies by project type (ranges from 3-14 business days) and can be impacted by the number of projects in process. For print projects being sent to a printer, this turnaround time is for design time only, printing and handling will add 8-10 business days. Weekends and holidays are not included in turnaround times. If you have a large project coming up, contact Soma as soon as you can and she will work with you on scheduling. ***Please note that work cannot begin on your project until all necessary content has been received.***

PART I: General Information

Date: _____ Name: _____

Community/Department: _____

Email: _____ Phone: _____

Days/Times best for initial meeting (if needed): _____

PART II: Project/Order Information

Digital: Print:

Project type: _____

Target audience: _____

Date needed: _____ *Date of event:* _____

Project description: _____

PART III:

Project Specifics for Print

(Please note that where the project is being printed will effect turnaround time. Sending to a printer will add 8-10 business days to the project time, so plan accordingly)

Size: _____

Color: Color B/W

Print in-house on the copy machine Print at our standard printer

Print/publish elsewhere: _____

Additional contact info if printing elsewhere:

company: _____

name: _____

phone: _____ *email:* _____

website: _____

Quantity: _____

If applicable, mailing address: _____

Project Specifics for Digital

Size: _____

Location: _____

Specifications: _____

PART IV: Content

Do you have graphics: Yes No

If no, what kind of graphics do you need? _____

Do you have text already written: Yes No

If no, what kind of verbiage do you need? _____

(Please note if you are sending images for print, they need to be 300dpi or higher for print and a decent size when viewing on your screen for digital.)

Any other pertinent information: _____

For marketing department only

Completed by: _____ Date _____