# Village Christian School

## Marketing Work Order Form

Please submit this form to the Marketing and Communications Deparment (paulp@villagechristian.org) for graphic design/production needs. Please allow a mimum of two weeks prior to your requested deadline.

## General Information

Name: _____ Department: _____

Email: _____ @villagechristian.org _____

Phone Extention: _____ Phone (cell): _____

Order Request Date: _____ Date Needed (final deadline): _____

Department account # to be charged: _____ Budget: $_____

## Project Information

Which best describes this project? (Check all that apply)

- ☐ New design*
- ☐ Redesign of existing piece
  (Please provide a sample of the original piece.)
- ☐ Content revision to existing piece
  (Please provide a sample of the original piece.)
- ☐ Exact reprint of existing piece
  (Please provide a sample of the original piece.)

**Note: If a "new design" is requested, please be prepared to provide samples of existing collateral to illustrate your ideas.*

Describe the project:

Final artwork to be delivered:

- ☐ Printed
  - Quantity: _____
  - ☐ Paper
  - ☐ Cardstock
- ☐ Electronic
  - ☐ JPEG ☐ Other:
  - ☐ PDF
  - ☐ TIFF

Additional Instructions:

Purpose of piece: _____

Audience for piece: _____

If photography will be used, is there existing photography available? ☐ Yes ☐ No

Please list the support files (i.e., logos, photos, graphics, etc.) that will be incoprated into the artwork (be prepared to supply these files):

Please provide any additional information necessary to completing this project: