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|  | **Simple Creative Request Form Template** | | | |
|  | **PROJECT  NAME / TITLE** | Enter a short, descriptive name that easily identifies your project. | | |
|  | REQUESTER INFORMATION | |  |  |
|  | **NAME** | Provide your full name. | | |
|  | **DEPARTMENT** | Provide the name of your department. | | |
|  | **PHONE** |  | **EMAIL** |  |
|  | CREATIVE PROJECT DETAILS | |  |  |
|  | **PROJECT DESCRIPTION** | Describe what you need in a few sentences, including the purpose and any key details. | | |
|  | **OBJECTIVES** | State the goal of your project. What do you hope to accomplish? | | |
|  | **TARGET AUDIENCE** | Specify who the end-users or viewers of this project are. Who are you trying to reach? | | |
|  | **DELIVERABLES** | List all items you're requesting, such as specific designs, documents, or digital files. | | |
|  | **CREATIVE BRIEF** | Share any ideas, themes, or creative direction you have in mind to guide designers. | | |
|  |  |  |  |  |
|  | **DEADLINE** | Indicate the final date by which you need the project completed. | | |
|  |  |  |  |  |
|  | **BUDGET** | If known, provide an estimated budget for the project to help manage expectations. | | |
|  |  |  |  |  |
|  | **APPROVAL PROCESS** | Note who will review and approve the work, including any steps for revision or feedback. | | |

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