

Internal Creative Request Form

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NAME/DEPARTMENT			
EMAIL		PHONE NUMBER	
DEADLINE			

PROJECT TITLE	
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PROJECT DESCRIPTION	OBJECTIVES

DELIVERABLES REQUIRED	
(List all the specific items you need from this project, such as designs, videos, or written content.)	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

TARGET AUDIENCE	
CREATIVE DIRECTION	
BUDGET	<input type="checkbox"/> YES <input type="checkbox"/> NO
APPROVAL PROCESS	
REFERENCE MATERIALS	
ADDITIONAL COMMENTS	

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