1. Before filling out this form in Microsoft Word, use “Save As” to save it to your computer.
2. When you are finished, “Save” this form and email it as an attachment to [ANRCommunications@anr.msu.edu](mailto:ANRCommunications@anr.msu.edu).
3. An ANR Creative or MSU Extension Communications staff member will contact you to discuss your project.

| **» PROJECT OVERVIEW** | |
| --- | --- |
| **Project Name:** | **Date Submitted (m/d/yy):** |
| **Is this a revision of a job ANR Creative worked on previously?**  Yes  No | |

| **» CONTACT INFORMATION** | |
| --- | --- |
| **Name:** | **Email:** |
| **Organization:** | **Phone:** |
| **Department:** | **Fax:** |

| **» PROJECT DETAILS** | | |
| --- | --- | --- |
| **What type of service(s) do you require?** *(check all that you think may apply):* | | |
| **ANR Creative**  ***Design, Editing and Print Services***  Book or Curriculum Piece  Brochure or Flier  Display, Banner or Signage  Editing  Fact Sheet or Bulletin  Graphic Design  Newsletter (print or electronic)  Presentation Materials  Printing Services *(\*see below)*  Other:  ***Video and Multimedia Services***  Closed Captioning  Radio or TV Spot  Video  Other:  Will product be posted on the web and therefore require accessibility features?  Yes  No | **Communications Consulting**  Email Marketing  Press Release or Media Alert  PR Campaign  Strategic or Marketing Plan  Website or Web Content  Writing  Other:  **Bookstore Consulting**  Pricing  Reprints  Marketing  Advertising  Other University/Partner Orders  Other:  Will product be available through the MSU Extension Bookstore (shop.msu.edu)?  Yes  No | Are you currently working with a communications consultant on this project?  Yes  No  If yes, with whom?  **Details** *(please specify the details of your project)* |
| **Briefly describe the target audience(s) and the outcome you’d like from this project:**    **\*Does your project require printing services (including bidding/management)?**  Yes  No  If yes, what quantity do you need printed (we will provide an estimate for your review)?  **Will your project require mailing services?**  Yes  No | | |

| **» PROJECT TIMELINE** |
| --- |
| **When do you need the final product(s)?** *A date is required to create a project timeline. Please do not indicate “ASAP.”* |

| **» PROJECT FUNDING** |
| --- |
| **What account number(s) should be used for billing purposes?**  **Is this project part of a grant?**  Yes  No If yes, what is the grant and the billing deadline?  **What is your budget for this project?** *If you have separate budgets for editing, design, printing and other production costs, please include those on an attached sheet.* |

| **» ADDITIONAL COMMENTS** |
| --- |
|  |