

**External Relations Design Briefing Sheet**

* Please provide final approved text and images (if applicable) for the design job in separate documents.
* All images should be high resolution jpgs and not embedded in the text word document. By sending the image you confirm that its use is not infringing copyright.
* Text must be supplied in a Word document. Please do not put double spaces between sentences.
* **Job type 1:** Please allow up to 10 working days for regular jobs.
* **Job type 2:** Please allow longer for larger jobs. Staff are advised to contact the Design team as soon as they are aware of an upcoming job, to discuss requirements and deadlines. This is to ensure jobs can be accommodated alongside current workloads. Design may need to advise on a project delivery time plan, in order for the proposed final deadline to be met.
* **Job type 3\*(special circumstances):** Design will immediately inform Sue Kelly or Dr Penny Haughan to discuss Design List priorities.

Complete and return to design@hope.ac.uk

Name:

Email Address:

Contact Phone Number:

Purpose of Job:

Title of Design Job:

Proposed Deadline for job to be completed by (please put a specific date, **not** ASAP):

Print size (e.g. A5 flyer, A6 postcard, A4 Booklet):

Quantity:

Brief Description of Job:

Audience e.g. (Undergraduate students / VIP Guests / Postgraduate students):

򪪪 Internal 򪪪 External

򪪪 Images Supplied 򪪪 Images Required 򪪪 Photographer Required 򪪪 N/A

Department:

Approved by Line-Manager (Line Manager’s name):

**FOR DESIGN TEAM ONLY**

Job type: 򪪪 1 򪪪 2 򪪪 3

Job name:

Photography brief needed: 򪪪 Yes 򪪪 No Photography brief supplied: 򪪪 Yes 򪪪 No

Special print requirements:

Extra comments: