

**Corporate Communications 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.

**Please see page 2 for requirements when supplying data.** 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) and pagination (e.g. 12 pages):

Quantity:

Brief Description of Job:

Audience e.g. (Undergraduate students / VIP Guests / Postgraduate students) **Please delete as applicable**:

 Internal External

 Images Supplied Images Required Photographer Required N/A

Department:

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

**Data sharing with Design**

In order to ensure compliance with GDPR regulations, the following process must be followed when supplying any data to the Design team:

* Data (which covers anything that relates to an identified or identifiable individual eg: names, addresses, email, phone numbers, job descriptions etc) must be sent via email in a password-protected file.
* The password should either be pre-agreed with the Design team, or sent across in a separate email but with the same subject line so it can easily be identified as part of the same job.
* Once the job has been completed. Design will delete the file and any email where the file has been attached.
* If the file needs to be stored for future, responsibility for storing this is a way that complies with GDPR regulations falls with the original job owner.
* Design takes no responsibility for maintaining any files containing data.