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

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

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

| **» PROJECT DETAILS** | | |
| --- | --- | --- |
| **What type of service(s) do you require?** *(please check all that apply):* | | |
| **Creative**  ***Design, Editing, Translation & Print***  graphic design services  editing services  translation services  printing and mailing services\*  fact sheet or bulletin  book or curriculum piece  newsletter (print or electronic)  display, banner or signage  presentation materials  other:  ***Video & Multimedia***  closed captioning  podcast  radio or TV spot  video  other:  Will final product be posted on the web and 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  social media  other:  **Bookstore Consulting**  pricing  reprints  marketing  advertising  other university/partner orders  other:  Will product be available through shop.msu.edu (MSU Extension Bookstore)?  Yes  No | Are you currently working with a communications consultant on this project?  Yes  No  If yes, who?  **Project Details** |
| **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** |
| --- |
| **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 OR INFORMATION** |
| --- |
|  |