

# NEW PROJECT SPECIFICATIONS & CHECKLIST

Project Description \_\_\_\_\_ Event Date \_\_\_\_\_

In-hand date(s) \_\_\_\_\_  Firm Date  Flexible Date

RUSH?  Yes  No Am I willing to pay for RUSH service/shipping?  Yes  No

What are we looking for? Be specific. (the more details the better) \_\_\_\_\_

\_\_\_\_\_

Attendee demographics/end user info \_\_\_\_\_

\_\_\_\_\_

Quantity \_\_\_\_\_

Budget (range) \_\_\_\_\_ Overall/per person \_\_\_\_\_

Item Color \_\_\_\_\_ Imprint Color(s) \_\_\_\_\_

Imprint Details \_\_\_\_\_

Size/Style \_\_\_\_\_

Are design services needed (explain)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have vector art/Illustrator or .eps files? \_\_\_\_\_

Shipping info \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_