

project info

wendy
HUDGINS

PROJECT NAME

DATE — requested

DATE — final file needed

PROJECT DESCRIPTION —
Brief overview + context
in which it will be seen

Who is the AUDIENCE?

Singular GOAL of piece

OUTPUT

PRINT

ONLINE

BOTH

SIZE (specs + resolution)

FINAL FILE TYPE pdf, jpg, etc
(bleed/trim marks needed?)

Location of COPY
(emailed or on shared drive?)

Location of IMAGES + LOGOS
(emailed or on shared drive?)

OTHER notes