



OFFICE OF COMMUNICATIONS AND PUBLIC AFFAIRS

Creative Services Request Form

A charge back fee of \$60 per hour will be issued upon request. Send form to creative@calstatela.edu.

For an estimate please check the box below.

Estimate request

Date Received: _____
 For office use only

Basic Information:

Project name: _____
 Person requesting: _____
 Department/office: _____
 Email/telephone: _____ Project deadline: _____
 Chartfield number: _____

Services Requested:

Check all that apply

- Copyediting Copy writing Graphic design Photography Digital file
 Social media Website (page add) Website (page edit) Videography Print file
 Other

Project Description:

Attach any documents if necessary

Event/project date: _____ Event/project time: _____
 RSVP date: _____ Event/project location: _____
 Co-sponsorship partners: _____
 Target audience: _____
 Additional information: _____

Digital/Print Materials:

Check all that apply

- Ad(s) Banner(s) Size of digital/print materials: _____
 Brochure(s) Digital display Size of digital/print materials: _____
 Invitation(s) Poster(s) Size of digital/print materials: _____
 Social media Website Portrait Landscape Square

Other and/or additional notes: _____

For office use only

Date Completed
& Approved:
Supervisor use only

Final Approval Information:

Hour(s) spent: _____ Invoice #: _____
 Requestee signature: _____
 Supervisor signature: _____
 Uploaded to: Share Point Photo Shelter N/A

Print Recommendations

Paper color: _____
 Paper texture: _____
 Paper weight: _____
 Specialty print: _____