

# Knight Advertising

## Project Request Form



**Contact Information:**

Organization/Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Preferred Method of Contact: \_\_\_\_\_  
Best Time to Contact: \_\_\_\_\_

**Project Type:** *(Please check all that apply)*

Flyer  Poster  Logo  Brochure  Program  Invitation  Other

If Other, please specify: \_\_\_\_\_

**Project Information:**

Who: \_\_\_\_\_  
What: \_\_\_\_\_  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
Why: \_\_\_\_\_  
Other Relevant Information: \_\_\_\_\_

<b>Output:</b>	<b>Orientation:</b>	<b>Size:</b>	<b>Final Proof</b>
<b>Format:</b>			
<input type="checkbox"/> Black and White	<input type="checkbox"/> Portrait	<input type="checkbox"/> Full Page	<input type="checkbox"/> Hard Copy
<input type="checkbox"/> Color	<input type="checkbox"/> Landscape	<input type="checkbox"/> Half Page	<input type="checkbox"/> CD
		<input type="checkbox"/> Quarter Page	<input type="checkbox"/> E-Mail

**Project Due Date:** \_\_\_\_\_

**Other Important Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please Remember To:  
Fill out the form completely.  
Provide any source art (logos, pictures, etc)  
Turn in form 3 weeks prior to due date.*

**Get In. Stand Out.**