

# Simple Creative Request Form Template

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|                      |  |
|----------------------|--|
| <b>PROJECT TITLE</b> |  |
|----------------------|--|

## REQUESTER INFORMATION

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>NAME</b>       |  |              |  |
| <b>DEPARTMENT</b> |  |              |  |
| <b>PHONE</b>      |  | <b>EMAIL</b> |  |

## CREATIVE PROJECT DETAILS

|                            |  |
|----------------------------|--|
| <b>PROJECT DESCRIPTION</b> |  |
| <b>OBJECTIVES</b>          |  |
| <b>TARGET AUDIENCE</b>     |  |
| <b>DELIVERABLES</b>        |  |
| <b>CREATIVE BRIEF</b>      |  |

|                 |  |
|-----------------|--|
| <b>DEADLINE</b> |  |
|-----------------|--|

|               |  |
|---------------|--|
| <b>BUDGET</b> |  |
|---------------|--|

|                         |  |
|-------------------------|--|
| <b>APPROVAL PROCESS</b> |  |
|-------------------------|--|

## **DISCLAIMER**

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