PUBLIC AFFAIRS, CREATIVE SERVICES REQUEST CHECKLIST

**Instructions:** Complete this form for all Creative Services requests. Email the completed form to [Creative.Services@nfta.com](mailto:Creative.Services@nfta.com).

*\*This request form is not needed in emergency situations.*

**SECTION I. GENERAL INFORMATION**

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Date:

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Requester’s name:

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Phone:

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Email:

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Project name:

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Project purpose:

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Deadline for materials: *(4-6 weeks’ notice required)*

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Manager’s signature:

**SECTION II. CHECKLIST**

* INTERNAL REVIEW OF CONTENT BEFORE IT GOES TO CREATIVE SERVICES

Please provide as much information or publication-ready materials to Creative Services that are vetted and reviewed; this will help with accuracy. Editing content within your department before it comes to Creative Services ensures it can be as close to the finished product as possible and avoids unnecessary delays. If you need to brainstorm ideas, please set up a time to talk about your ideas and what you want to do.

* DIRECTOR/MANAGER APPROVAL

Must approve and sign request in the above spot.

* SUBMIT ALL CONTENT AT THE SAME TIME

Work will commence once all details and information are provided. Any change request after project approval will be subject to delays and a re-evaluation of the project and final delivery date.

* ALLOW FOUR-SIX (4-6) WEEKS FOR PRODUCTION

Planning ahead allows the Creative Services Team the time to produce high-quality work and ample time for your review.

* REVIEW CAREFULLY

Please check all spellings, names, dates, and important details. Have multiple people review final draft for error/changes.

**SECTION III.DETAILED SCOPE OF WORK BEING REQUESTED:**

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