**Indian Hills Creative Concept Form**

*All project documents must be submitted to the marketing director at least two weeks prior to the project deadline. Projects submitted within two-weeks of the project deadline will be subject to designer availability.*

*After receipt of a proof, all edits need to be submitted back to the designer within 3 workdays.*

**Project Name:**

**Project Timeline:**

**Department:**

**Budget Code: Quantity Required:**

**Is this a new or repeat project?**

**Preferred Marketing Method: (please “X” all that apply)**

**\_\_\_\_\_Brochure**

**\_\_\_\_\_Postcard**

**\_\_\_\_\_Poster**

**\_\_\_\_\_Press Release**

**\_\_\_\_\_Social Media/Web**

**\_\_\_\_\_Promotional Items**

**\_\_\_\_\_Other:**

**Intended Purpose/Rationale:**

**Information to be included in marketing piece:** (please attach documents or include items such as date, time, explanation, etc.)