



# GRAPHIC DESIGN REQUEST FORM

Date Submitted:

Final Due Date:

Contact Name:

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Contact Email or Phone Number:

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Task Force/Event Type:

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**NOTE:** I aim to turn projects around as quickly as possible, but projects can take anywhere from 2-3 weeks for completion and will be worked on in the order they are received. Please plan accordingly, and be as thorough as possible when filling out this request. For questions, email [morgan.vance@wsp.com](mailto:morgan.vance@wsp.com).

## JOB DETAILS

Name of Event:

Date, Location and Address of Event:

Start/End Times of Event:

Cost to Attend:

Event Speaker(s) and Speaker Company/Title:

Are we providing refreshments?:

Is Registration Required?:

Topics being covered by the speakers?:

**NOTE:** Please attach any headshots, preferred photos, logos, co-branding group information or additional details in your request email.

## EVENT DESCRIPTION/AGENDA/SUGGESTED COPY TO USE ON SOCIAL MEDIA?