

## Project Title

Gives us something to refer to

## Key Contacts

People who we can contact to deliver key information to about the project and can make executive decisions along the way (list in order of priority)

Name	Phone Number	Email Address

## Client Overview

Tell us a bit about who we're working with and what makes up their identity

## Project Overview

Tell us a bit about what you'd like us to do

## Specific Requirements

This is anything that needs to be considered during the process e.g. final resolution of the video, specific file formats etc

### **The End Goal**

What you'd like to achieve by carrying out this project

### **Your inspiration**

Other projects or anything that you've seen that may help us to understand what you're after

### **Project Deadline**

When we need to have this turned around

### **Additional things that may be useful to us:**

- Brand guidelines
- Logos (Vector formats please)
- Fonts
- Relevant previous marketing or branding material