

**MEDIAWORKS
JOB REQUEST FORM**

Name: _____ Department: _____ Org Code: _____
Email: _____ Phone: _____
Date Submitted: _____ Draft Due Date: _____ Final Due Date: _____
Rate: \$_____ Cost Computation: _____ Amount Due: \$_____

PROJECT DETAILS

Title: _____

Type: ___ Graphic Design ___ Video Production ___ Presentation ___ Other: _____

Usage: ___ Internal Use ___ External Use (*following BCIT Branding specifications*)

Media: ___ Poster ___ Social Media ___ Presentation ___ Video Wall ___ Blog ___ Other: _____

Description (*Please be as specific as possible, including file formats and sizing information.*)

References (*websites, theme, font, etc. to use as guidance for the design. Add a link or attach a sample if possible*)

Approved by:

Marketing Coordinator: _____

Date: _____

Assigned to:

Media Specialist: _____

Date: _____

FIRST DRAFT

Completed by: _____ date: _____

Comments/Final Edits

Reviewed by: _____ date: _____ / _____ date: _____

FINAL

Completed by: _____ date: _____

Reviewed by: _____ date: _____ / _____ date: _____