



South Coastal DESIGN REQUEST FORM

Please allow
24 hours for
confirmation
on receipt of
the graphic
design request

COMPLETE FORM,
SAVE IT AND E-MAIL IT,
WITH ANY ATTACHMENTS TO
anita@southcoastal.org

PROJECT TITLE

SUBMISSION DATE

DESIRED DELIVERY DATE

NEW PROJECT

REVISION OF PREVIOUS
PROJECT

NAME & CHURCH

PHONE

NUMBER

PHONE
NUMBER

AUDIENCE

Please check box, if applicable.

PROJECT TYPE (select one)

- Social Media Image
- Design Rebranding
- Sermon Series Image
- Newsletter
- Event Advertisement
- Other (Specify)

COLOR INFORMATION

- B&W
- Color (Any color scheme must be approved by Director of Marketing)

SIZE

- 8.5 x 11
- 1200 x 630 px
- 1080 x 1080 px
- Other (Specify)

**PLEASE ALLOW AT LEAST 10 WORKING DAYS
FOR ANY PROJECT, UNLESS OTHERWISE STATED**

All other electronic content – photos, illustrations, or other graphics, should be emailed along with the graphic design request form.

The Director of Marketing will follow up with a phone call to discuss details.

A PDF file of the finished design will be sent by e-mail for proofing of copy, design and content.