**Worcester Students’ Union – Creative Media Brief**

Deadlines for completion of artwork and/or materials must be agreed with the Marketing & Communications SU Team.

Students should allow for **at least six weeks** for the completion of artwork. This does not include production time for materials or time for promotion.

**Please fill out every section of this form. Artwork will not be produced for incomplete forms, meaning work will not be produced by specified deadlines.**

What event is the request for:

Deadline for artwork:

**Media & Materials Required** (please tick ALL that apply):

[ ] Posters

[ ] Social Media Digital

[ ]  Other (please specify at bottom)

**Purchasing information if applicable (to be completed by SU Venue & Events Team):**

Budget Name:

Budget Holder:

Budget Nominal Code:

**Please include ALL copy needed (including logos):**

*Copy means everything that you want written on the design work. e.g. event title, dates, times, any extra details etc. Please also specify if you want any extra logos added.*

**Please include ALL design details and/or examples:**

*Design details refer to visual details e.g. colour themes, font styles, any particular icons or illustrations. If you're not sure on how you want it to look, that's fine! Just put N/A and our designers will work their magic.*

**Please provide any further details or special instructions:**

*You can use this box for any notes around ordering (how many, what format, what size etc.). Please ensure you’ve received confirmation from the Student Activities Team to use your club/soc balance to pay for these.*