

CREATIVE REQUEST FORM

Project Name: _____ Request Number: _____

Requester Information:

Full Name: _____

Department: _____

Email Address: _____

Phone Number: _____

Project Description:

Creative Deliverables Requested:

Target Audience:

Branding and Style Guidelines:

Project Timeline / Deadlines:

Budget / Resource Constraints:

Additional Notes / Instructions:

By submitting this Creative Request Form, the Requester confirms that all materials, content, and ideas provided comply with all applicable United States federal, state, and local laws, including but not limited to intellectual property rights, privacy laws, and obscenity standards. The Requester holds harmless and indemnifies the creative and legal teams from any liability arising from unauthorized use or infringement. The Requester agrees that all final deliverables will be subject to review and approval and that no work will commence until this form is fully executed and approved.

REQUESTER'S SIGNATURE

CREATIVE DIRECTOR'S SIGNATURE

Signature: _____

Signature: _____

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