**[A blue and white logo

Description automatically generated](https://www.smartsheet.com/try-it?trp=12045&utm_source=template-word&utm_medium=content&utm_campaign=Internal+Creative+Request+Form-word-12045&lpa=Internal+Creative+Request+Form+word+12045)Internal Creative   
Request Form**

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| **NAME/DEPARTMENT** | | Enter your full name and department to identify the source of the request. | | |
| **EMAIL** | Enter your email. | | **PHONE NUMBER** | XXX-XXX-XXXX |

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| **DEADLINE** | Specify the due date for the project to help prioritize and schedule work. |

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| **PROJECT TITLE** | Assign a concise title that encapsulates the essence of your creative project. |

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| **PROJECT DESCRIPTION** | **OBJECTIVES** |
| Describe the project in detail, including the objectives and any specific elements needed. | Outline what you aim to achieve with this project, specifying any particular goals. |

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| **DELIVERABLES REQUIRED**  **(**List all the specific items you need from this project, such as designs, videos, or written content.) |

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| Add Deliverable  Add Deliverable  Add Deliverable  Add Deliverable | Add Deliverable  Add Deliverable  Add Deliverable  Add Deliverable |

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| **TARGET AUDIENCE** | Define who the project is intended for, helping guide the creative direction. |
| **CREATIVE DIRECTION** | Provide guidance on the style, tone, and any branding elements to be included. |
| **BUDGET** | YES  NO  Mention the budget allocated for this project, if any. |
| **APPROVAL PROCESS** | Detail who needs to review and approve the creative work before finalization. |
| **REFERENCE MATERIALS** | Include any existing documents, images, or links that can inform and inspire the project. |
| **ADDITIONAL COMMENTS** | Use this space for any other relevant information not captured in the above fields. |

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