

Part A: to be completed by project owner			
Date project brief completed		Deadline	
Date project brief received			
Project / activity			
Project owner and contact details		Faculty / Unit	
Printing Requisition provided	<input type="checkbox"/> Yes <input type="checkbox"/> Will provide later	Full Cost Code	
Is this an IPM project (eg partner-ship)?	<input type="checkbox"/> Yes (if yes please tick one of the boxes below) <input type="checkbox"/> No <input type="checkbox"/> UNE owned <input type="checkbox"/> third party owned <input type="checkbox"/> joint arrangement This will determine what logos are to be placed on the material produced		
Objective <i>What are we trying to achieve?</i>			
Target Demographic <i>Who are we trying to reach?</i>	<input type="checkbox"/> Internal <input type="checkbox"/> Undergraduate <input type="checkbox"/> Full Fee Paying <input type="checkbox"/> Other, please specify	<input type="checkbox"/> External <input type="checkbox"/> Postgraduate <input type="checkbox"/> International	
MPA services required	<input type="checkbox"/> Advice only <input type="checkbox"/> Writing <input type="checkbox"/> Editing <input type="checkbox"/> Layout	<input type="checkbox"/> Photographs (if so a separate photography brief is to be completed) <input type="checkbox"/> Other, please specify	
Materials required	<input type="checkbox"/> Brochure <input type="checkbox"/> Poster <input type="checkbox"/> Booklet <input type="checkbox"/> Direct Mail Letter	<input type="checkbox"/> PDF for web etc <input type="checkbox"/> Other, please specify	
Quantity required			
Colour	<input type="checkbox"/> Full colour <input type="checkbox"/> Black and white <input type="checkbox"/> Two colour	<input type="checkbox"/> Other, please specify eg cover different to internal pages	

Signature		Date	
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- Brief should be submitted to Susan Roe, Marketing & Public Affairs. Via email susan.roe@une.edu.au or phone ext. 2960 or fax to 3482