CE0004 (02)

**Design Request Form**

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| **Service Requested by:** |
| **Department:** |
| **Contact Person:** |
| **Contact Number:** | **Email:** |
| **Signature:** |
| **Signature from Head of the Office/Department:**  |

1. **Event Materials Design**

|  |
| --- |
| **Name of the Event:** |
| **Date:** | **Time & Venue:** |
| **Required Items: (Please tick)** |
| [ ] X Banner | [ ] Backdrop Banner | [ ] Outside Banner | [ ] Poster |
| [ ] Brochure | [ ] Flier | [ ] Certificate | [ ] Card |
| [ ]  Other: |
| Attachments (please tick): | [ ]  Text[ ]  Photograph of speakers/guests[ ]  Speaker/guest information (full name, designation, affiliation)[ ]  Other (please specify): |

1. **Publication/Print Material Design**

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| --- |
| **Title of the Publication:** |
| **Expected Page Numbers:** | **Expected Size:** |
| **Expected Delivery Date:** |

1. **Branding Material Design**

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| **Title of the Design:** |
| **Expected Location:** | **Expected Size:** |
| **Expected Delivery Date:** |

1. **Remarks/Other Instructions**

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**Design Request Form (Feedback)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (Please rate: 5 - Excellent; 1 - Not good at all) | **5** | **4** | **3** | **2** | **1** |
| Have you received the designs on time? |  |  |  |  |  |
| Have you received the print materials on time? |  |  |  |  |  |
| Rate the design all over |  |  |  |  |  |
| Rate the content distribution in the design |  |  |  |  |  |
| Rate the social media engagement of the content |  |  |  |  |  |
| Overall experience |  |  |  |  |  |

|  |
| --- |
| Do you have any suggestions that will help us enhance the way we provide services? |

Feedback completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Manager

 Communications Office