



Big Hearts for Little Hearts Guilds Design Request Form

Project or Event Name:

Project or Event Date:

Date Final Piece(s) Needed:

Quantity Needed:

Budget Range:

Description of Piece:

Design Suggestions (optional):

Text provided: Yes No

Text has been proofed: Yes No

If no, text will be provided by (date): _____

Photos provided: Yes No Not applicable

If no, photos will be provided by (date): _____

I understand that I will be provided with no more than three drafts, in which to make changes and receive all appropriate approvals. Initials _____

*Please submit request form at least one (1) month before final piece is requested. This allows two weeks for design queue, one week for design and approval, and one week for printing.

