

MARKETING PROJECT (PRINT) REQUEST PROCESS

We can help with banners, posters and signs, wall decals, postcards and more! Please note that design assistance, printing, and delivery usually takes a minimum of 3 weeks. Please also note that gaps left in the following intake email could result in delays in production.



1. **Plan ahead and consider timing.** Requests typically take a minimum of 3 weeks and can take longer depending on the number and type of requests across the KIPP DC network.



2. **Send an email request to brand@kipfdc.org.**

Hello brand team,

The [insert team name] team is requesting a [select one of the following: postcard/flyer/poster/banner/foam core board/wall decal]. The details for the project are below:

- ☐ *Who are the POCs for this project?*
- ☐ *When do you need this completed?*
- ☐ *What are the dimensions?*
- ☐ *How many do you need printed?*
- ☐ *What is your design vision?*
- ☐ *Please insert **all** text you want on the collateral, including a link to a QR code (if applicable):*
- ☐ *Any additional information:*



3. **Coordinate with the brand team.** The brand team will respond to clarify any elements of the request and confirm an estimate for the timing to complete the project.



4. **Provide constructive feedback.** Please [use this guidance](#) to give thoughtful feedback on the first (and any subsequent) drafts of your request. We are asking to limit to two rounds of feedback to facilitate the efficient delivery of services.



5. **Approve and finalize.** Provide timely confirmation that the final design is approved. The brand team will then coordinate with any appropriate vendors to deliver the final product(s).

THANK YOU!