



# Oakhill Day School Project Planner

*Please allow two weeks for us to complete your request. Thank You!*

## General Information

Person Requesting Project \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Method (circle one)      *Phone*      *E-Mail*      *Mail*

Best Time to Contact \_\_\_\_\_

## Budget Information

Department (circle one)      *Parent*      *Faculty/Staff*      *Alumni*      *Board*

Project Budget \_\_\_\_\_

Account Charged \_\_\_\_\_

## Project Details

Project Title and Brief Description (i.e. press release, invitation, and flier)

\_\_\_\_\_  
\_\_\_\_\_

Project Deadline (when would you like your recipients to receive this information)

\_\_\_\_\_

What is the purpose of this project, what event?

\_\_\_\_\_

Who is your audience (circle all that apply)

- |               |                          |                    |
|---------------|--------------------------|--------------------|
| Parents       | Donors                   | other (list below) |
| Students      | Government/policy makers | _____              |
| Faculty/Staff | Media                    | _____              |
| Alumni        | Prospective Parents      | _____              |
| Board Members | Prospective Students     | _____              |
| Grandparents  | General Public           | _____              |

**Message Details** (please submit a first draft with request)

Primary Message

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Additional message points

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Print Information**

Quantity \_\_\_\_\_

Paper Size \_\_\_\_\_ Type \_\_\_\_\_

Paper Color \_\_\_\_\_

Two Sided (circle one) *Y*      *N*

Staple Multiple Sheets (circle one)      *Y*      *N*

Label Oldest and Only (circle one)      *Y*      *N*

**Please use this area to sketch an idea of your project or attach any materials necessary to completing this project. Thank You!**

*We will contact you within 24 hours of receipt to verify information and provide you with a timeline. Thank You!*

*Please attach additional sheets if needed.*