

Pro Bono Brief and Request Form

Date

ORGANIZATION CONTACT INFORMATION

Client Name
Organization Represented
Address
Phone
Fax
Email

ORGANIZATION BACKGROUND

The organization's services
How long the organization has been in business
The organization's experience with designers
Please provide contact references of any other designers who have worked for the organization

ORGANIZATION PROJECT DESCRIPTION

Project Name
Due date for the finished project
The project is- a logo, brochure, newsletter, annual report, invitation, direct mail, poster, etc
The project's physical dimensions
The audience for the project- please include demographic and lifestyle information

The specific action being asked of the audience- buy a ticket, change an opinion, call for more information, make a contribution, etc
The primary reason to get the audience to take that action
The mandatories (logos, credits, legalisms) that must be included



Biddlefuffy
Design, Illustration & Painterly Goods

Deborah Davis
206.356.6685
info@biddlefuffy.com
www.biddlefuffy.com

