

<u>Client Identity</u> •What is the product or service? •What are your strengths and weaknesses?	
•What do you value?	
<u>Overview</u>	
• What are we creating and why?	
• What is our biggest challenge with this project?	
<u>Drivers</u>	
 What are we trying to achieve? What thought, feeling, or action can we bring to life? What kind of changes in image (visual/ 	
verbal) support these goals? • How will our success be measured?	
<u>Audience</u>	
• Who are we designing for?	
• What do they think of you?	
Competitors	
• Who is the competition?	
 What differentiates the client's product/- service/ company from them? 	

<u>Tone</u>
 How should we be communicating about the your product/service/company?
• What adjectives describe the desired feeling, personality, or approach?
Message
 What are we saying with this piece? How can the you support that? What do we want audiences to say to others?
<u>Visuals</u>
 Are we developing new images or picking up existing ones?
 Should we consider icons, illustrations and/or charts?
<u>Project Details</u> • Please provide format parameters, limita- tions and restrictions, delivery media: phys- ical or screen-based?
• Requested schedule for this project? Budget?
Project Team
Who are we reporting to?Who will approve this work?
• Who needs to be informed of our progress and by what means?
• Are there any other considerations,
thoughts, or concerns that may directly effect the outcome of this project?

SIGNATURE

DATE