PROJECT ASSIGNMENT FORM

# Use this form to send project details/specs to your creative team (writer, graphic designer, virtual assistant, etc.).

Be as detailed as possible and expect your team to ask clarifying questions.

***Courtesy of*** [***Multimedia Content Solutions***](http://www.multimediacontentsolutions.com)

Your Company Name

Your Company Address

|  |  |
| --- | --- |
| ***Project Name:*** |  |

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| 1. What is the deadline? |
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| 2. What specific tasks need to be accomplished? |
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| 1. Links to pre-made resources (video clips, audio segments, reports, graphics, other) you will need to complete this project: |
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| 1. Other details (sizes, colors, page count, word count, etc): |
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| 5. Is this a recurring task? Yes (daily, weekly, monthly, annually) No |