

# 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](http://www.biddlefuffy.com)

