**LUSA Design Brief**

As a part of LUSA’s services, we offer free design work for students. Below is a series of questions to help our graphic designer best help you with your required design outcomes. You are not required to fill every box, just enter what you think relates to the project that you’re inquiring about. The more information you can provide the better!

When you’ve finished filling in this form, email it to [**design@lusa.org.nz**](mailto:design@lusa.org.nz) and attach any logos, images, sketches or past designs if you have any.

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| Club Name |
| Enter your club name here |
| Contact Name and Email |
| Enter the name and contact email of the person who’ll recieve the design email once it has been completed |
| Design Inquiry |
| A brief description of the design work that you require. Include what outcomes you’d like, such as a4 or a3 posters, facebook/insta tiles, facebook banner, story posts etc... |
| Project Name/Title |
| Enter your project title here |
| Details |
| Enter event times, dates, location and important information here |
| Additional Information |
| Enter all the addition text you’d like to include here |
| Logos/Images |
| Add any logos and you need to include. Additionally, you could attach them to an email or paste a drive link |