

# THANK YOU FOR TAKING THE TIME TO FILL OUT THIS CREATIVE REQUEST FORM!

This form is intended for NWCS employees who are looking for Creative Support from Jordan Seiersen. Creative Support can mean anything! Photography at your event or fun classroom activity, social media posts on official NWCS channels, requested updates to nwcs.org, posters, event programs, and more are all on the table! Jordan would love to partner with you.

Jordan works 9-5 on M/W/F, and she will be in touch as soon as she can after you submit your request to get it processed and follow up about your exciting project!

If you need immediate support on a day when Jordan is not in-office, you can also contact Trina Hudson at [thudson@nwcs.org](mailto:thudson@nwcs.org) with questions.

Please read below about standard turnaround times and other key project FAQs:

## Standard Turnaround Times

For most projects, estimated delivery can be expected anywhere from 1-14 business days depending on workflow and project scope.

### Estimated turnaround times

Website Content Updates, Social Media Posts, simple email: 1-3 days

Website Campaign or new pages, Social Media Campaign & strategy, email campaigns: 7 days

Simple Print Material (i.e. postcard with pre-approved copy): 1-5 days

Complex Print Materials (posters, large event programs, custom artwork): 5-9 days

\*\* Standard turnaround times are only estimates and depend on Jordan's work capacity and are subject to change. To get an accurate idea of how long your project will take, connect with Jordan upon submission of your request.

## FAQ

### **What if the kind of project I have in mind is not listed, or it involves multiple options?**

Please select "Other" option and give as much detail as possible in corresponding explanation box. Jordan will clarify project scope upon follow-up.

### **What if I don't have an exact delivery/start date in mind?**

Please estimate your best-case-scenario timeline, and Jordan will follow up with you!

### **What if I don't have a copy document prepared?**

Because NWCS does not have a copywriter on staff, we are asking the project requestor to do their best to prepare their desired copy. Jordan and others can review and work to finalize copy

if needed. We are flexible and here to help! Please write copy for your project previous to submitting a creative request.

**What if my project doesn't need to be completed right away?**

It is helpful for scheduling purposes if you submit a creative request as soon as you know you will need support and have all the necessary information, even if the deadline for your need is several weeks away.