

Project Content Checklist

Clients should complete this checklist prior to submitting a project request for any creative, photo, video, or web service to ensure all materials are ready:

- ☐ **I**nspirational pieces (*if applicable*) have been collected to help share the project vision with the OSC team.
- ☐ **M**essage, audience, tone and medium have been identified.
- ☐ **P**hotos have been selected and shared with OSC, or will be requested to be taken by OSC.
- ☐ **A** project point of contact (PPOC) has been designated.
This is the person with whom your Client Contact will deal directly throughout the project or campaign.
- ☐ **C**opy/text has been written, proof-read and provided to OSC, or will be requested to be written by OSC.
- ☐ **T**ime constraints, deadlines, and expectations have been addressed and outlined for OSC to create an accurate projected timeline.

Note: Project(s) will not commence until all necessary content and the project request form have been submitted.
