



**American
University
of Sharjah**

Media & Printing Department
BRIEFING FORM

Ref. No.: _____

Date: _____

Successful visual communication begins with a good brief and a clear strategy of approach. This form must be completed and sent to Nazzal Yousuf, Media Manager, and the project content e-mailed to nyousuf@ausharjah.edu.

Completion time depends on the Media & Printing Department's workload and the complexity of the project. Please note that all documents will be proofread by our department.

Department Information

Department: _____

Project contact: _____

Extension: _____

Email: _____

Project Information

1- Reproduced on campus

2- Offset Printing Banner # _____

Project name: _____

I request: **Design** (all jobs will be edited) **Text editing only**

Project format: Brochure Flyer Ad Poster Other: _____

Size: _____

Target audience: _____

Color: Full color Black Two colors

Quantity: _____

Project delivery date (please allow at least 10 working days): _____

Dean's /Director's approval: _____

Date: _____