Creative Services Request Flowchart

REQUEST FORM SUBMISSION

Unit representative will gather info, assets, relevant links and details associated with their project request and will submit a **Request for Creative Services**.





REQUEST FORM REVIEW AND PROCESSING

Once the request is submitted, it will go into the queue for review by the Creative Director. **Review will happen** within two (2) business days.

DRAFT REVIEW

A comprehensive layout (comp) of all creative outputs will be published for review and comments and shared with the requestor plus any others indicated on the intake form. Upon completion of the review period, edits will be made according to feedback. A new draft comp will be shared for review until no further edits are requested.



FINAL OUTPUT

Final creative outputs will be shared according to the specifications outlined in the <u>request form</u>. SA Comms will retain copies of all design files, drafts and final outputs for archival and reference purposes, but we're happy to share native files with requestors.



FEEDBACK AND EVALUATION

Occasionally, the requesting party may receive a brief evaluation upon project completion. Feedback helps improve the overall quality of work and keeps the workflow running smoothly.