# Presentation Design Worksheet

**Type Company Name Here**

|  |  |
| --- | --- |
| **CONTACT INFO** |  |
| Business Name |  |
| Address |  |
| Phone |  |
| Cell |  |
| Fax |  |
| Email |  |
| Web |  |
| Primary Contact | Name & contact info (phone, email) |
| Primary Decision Maker | Name & contact info (phone, email) |
| Chain of Command | Names & contact info (phone, email) |
| Name of person(s) updating the site |  |
| Frequency of updates |  |
|  |  |
|  |  |
| **PROJECT DESCRIPTION** |  |
| New Presentation |  |
| Revise An Existing Presentation |  |
|  |  |
| Content Provided in Word Doc |  |
| Photos provided |  |
| Logos provided |  |
| Charts/other graphics provided |  |
|  |  |
| Date of presentation |  |
| Audience |  |
|  |  |
|  |  |
| **CORPORATE DESIGN INFO** |  |
| Colors | (list PMS colors of print material if known) |
| Fonts |  |
| Digital Logo |  |
| Printer/Logo Designer |  |
|  |  |
| Other Logos | (affiliates, supported brands, etc.) |
| Other Graphics | (charts, samples) |
|  |  |
| Photographs  Research  Scans  Purchase (no., cost) | (do you have? Do you need stock photography?) |
|  |  |
|  |  |
|  |  |
| **PLAN/SCHEDULE** |  |
| Milestones/Phases |  |
| Schedule of Payments |  |
|  |  |
|  |  |