



Design / Layout Questionnaire

So you need some design help. You're in the right place! I'm a design and creative specialist with over 15 years' experience. I'm an expert at laying out books, white papers, annual reports, marketing collateral, and loads more!

To learn more about me please visit MeghanMcLeanDesign.com.

Let's start with some details about you...

Contact information

Name

Phone Number

Email

Once you're done filling out this questionnaire, send it over to meghan.mclean.design@gmail.com

How long is your document?

Does it include any of the following elements?

This question gives me a feel for your needs, and will help me know which follow up questions to ask when we discuss your design needs.

- Credits/indicia** (technical information about the published material, including, publication date, copyright information and any disclaimers, ISBN, etc.)
- Index**
- Table of Contents**
- Photos**
- Other:**

Do you have all images/logos in an appropriate format

(300dpi cmyk for print documents, 72dpi rgb for digital)



Do you have a company/organizational style guide?

Will there be charts and/or tables?

I like to get a sense of what kinds of tables and charts will be needed

- Are they already made?
- Do they need layout?
- Anything else I should know about them?

Will you need editing or proofreading?

With a background in publishing, I can provide editing and/or proofreading

Will this content be cyclical?

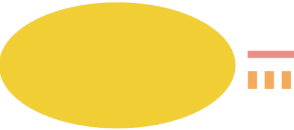
Is this something you recreate every month, quarter, or year?

Do you want a template created?

Templates are essentially blank canvases that include logos, fonts, and elements that will remain constant. They're great for newsletters, annual reports, brochures, and can be useful for loads of other types of documents and projects as well. If you're not sure, that's ok! We can talk about how they can benefit your organization.

Will it be print, digital, or both?





What is the timeline?

Any other details I should know about?

