

# CLUB CUSTOM DESIGN REQUEST

Please email your design request to  
**designstudio@fernwoodfitness.com.au**

In the subject field include Club Name & Custom Design Request.  
E.g. **EVERTON PLAZA - CUSTOM DESIGN REQUEST**

+ Club Name

+ Date

+ Job Owner

+ Email Address

+ Phone No.

+ Club Address

+ Job Description

Please provide a short description about the type of job you want completed. Include as much detail as possible like, what are your objectives and who you are targetting.

+ Key Messaging

Please outline your key message, any additional copy such as taglines, maybe a call-to-action, giveaways, terms and conditions that might apply or any club contact details.

+ Print Assets

**For example**  
A2 Poster, A4 Poster,  
DL Flyer, A5 Card

+ Social Assets

**For example**  
FB Cover Photo, FB Boost  
Insta Story, Email Template

+ Colour

☐ Full Colour ☐ Black & White

+ Sides

☐ Single-sided ☐ Double-sided

+ Printing

☐ In-club ☐ External Printer

+ Files Attached

☐ Yes ☐ No

**REMINDER** Please attach any reference material to your email that you think might help us understand the job better or if it is from existing artwork already produced by the marketing team.

#### ARTWORK REMINDER

Please be mindful that we have a **5-DAY** turnaround for all custom request jobs but will do our best to get jobs back sooner if possible.