



## Graphic Design Briefing Form

Project Name			
School/Area			
Budget		Creative Deadline	
Name of person ordering		Email Address	
New or update Existing Project	New <input type="checkbox"/> Existing <input type="checkbox"/>	If existing please provide job ref	
Preferred Graphic Designer		Delivery Method	Print <input type="checkbox"/> Digital <input type="checkbox"/>
Size		Portrait or Landscape	

**Please note we promote a sustainable, digital first approach.**

<b>Print</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Digital</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Page Count			
Formats			
Versions			
Channels			
Quantity			
No of each version			

**Please note Custodian will be carbon balancing where possible. Trinity encourage this for all print requests.**  
Please see information on Carbon Balancing and FSC overleaf.

**If you have any queries relating to this form please contact**  
**Design:** [angelia.fox@custodian.ie](mailto:angelia.fox@custodian.ie) **Print:** [noel.mcdonagh@custodian.ie](mailto:noel.mcdonagh@custodian.ie)



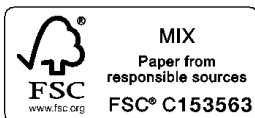
Please briefly outline the objective of this design piece. Include Target Audience, Tone of Voice, assets to be used etc

**All printed work where applicable will be accredited by FSC and also Carbon Balanced.**



**Custodian participate in the World Land Trust  
Carbon Balancing Program where applicable.**

Carbon offsetting is a process whereby an individual or company takes action to prevent the release of emissions elsewhere, or secures the absorption of atmospheric carbon dioxide as part of a wider approach to measure, reduce and then offset emissions through impactful conservation projects. Carbon Balanced offsetting focuses on taking a balanced approach to your emissions by following a three-step process to measure and reduce, before offsetting residual emissions. All Carbon Balanced projects are carefully designed according to robust standards that ensure offsets are delivered at a portfolio of sites where they are measurable, verifiable and properly monitored and can achieve high-quality REDD+ outcomes.



**FSC ACCREDITATION**

Custodian successfully achieved the FSC Chain-of-Custody certificate. As part of this, we have worked with the Forest Stewardship Council (FSC), an independent, non-governmental organization established to promote the responsible management of the world's forests. Its vision is that the world's forests are responsibly used to fulfil the social, environmental and economic needs of the present generation, without compromising those of future generation.

All paperbased materials used by Custodian will be FSC accredited.

***If you have any queries relating to this form please contact***  
**Design:** [angelia.fox@custodian.ie](mailto:angelia.fox@custodian.ie) **Print:** [noel.mcdonagh@custodian.ie](mailto:noel.mcdonagh@custodian.ie)