**OASIS designworks™**

*Thanks for choosing Oasis DesignWorks™. I realize the leap of faith it takes to turn over any part of your public image. Be assured that our talented team of designers has been carefully chosen and trained to meet your needs. I assure you that you will be delighted with our work. We'd love to hear your ideas for your design. Simply fill out this guide and send it in with your design materials. – Micah Solomon, President*

**● YOUR ARTIST / BAND / COMPANY NAME:**

**● TITLE OF THIS PROJECT:**

**● DID YOU SEND US A LAYOUT IDEA?** ○ YES ○ NO
**● IF SO, SHOULD WE FOLLOW YOUR MOCK-UP LITERALLY?** ○ YES ○ NO
**● OR SHOULD WE EXPAND UPON IT CREATIVELY?** ○ YES ○ NO

**● WHAT GENRE OR WORDS BEST DESCRIBE YOUR MUSIC, THE MOOD OR VIBE OF YOUR PROJECT?**

**● WHO IS YOUR MAIN AUDIENCE?** Include their age group if that is important to you.
(It may affect our font choices and other design decisions)

**● WHAT IS THE MOST IMPORTANT IDEA THAT YOUR DESIGN SHOULD CONVEY?**

**● ARE THERE SPECIFIC COLORS OR FONT STYLES YOU WANT US TO USE?**
If it helps to explain a style visually, feel free to indicate design samples you like for our designer's reference. Please include web link and the reason you like this sample.

**● ANY FURTHER NOTES BEFORE YOUR DESIGNER GETS STARTED?**

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*Please let us know what materials you are sending us so we can be sure we have everything before we get started.*

● **WHAT TEXT DID YOU PROVIDE?**

☐ Track List / Audio Log  ☐ Credits  ☐ Thank Yous  ☐ Lyrics  ☐ Contact Info  ☐ Other: _____

● **HOW ARE YOU SENDING YOUR TEXT?** Microsoft Word files are preferred (.doc)

☐ Text sent on disc  ☐ Text uploaded to FTP  ☐ Text sent as a hardcopy, please typeset it for me (no digital file available)

☐ Text emailed to: _____  Date Sent: _____

● **WHAT IMAGES DID YOU PROVIDE?** Number of free images/photos is dependent on the size of the purchased package.

☐ Digital Images  ☐ Photographs that need to be scanned  Total number of images/photos: _____

*For digital images: Send .tif or .eps files at 300 ppi resolution, CMYK color mode is preferred.*

● **HOW ARE YOU SENDING YOUR IMAGES/PHOTOS?**

☐ Images sent on disc  ☐ Images uploaded to FTP  ☐ Sent original photographs (no digital files available)

☐ Images emailed to: _____  Date Sent: _____

*300 ppi images are often too large to email. It is recommended that you provide them on disc or send them via FTP.*

● **WHERE DO YOU WANT YOUR IMAGES/PHOTOS PLACED?**

| Image file name or description of photograph | Placement (for ex: cover) | OR Designer's choice |
|---|---|---|
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● **ANYTHING ELSE WE SHOULD KNOW ABOUT YOUR SUPPLIED MATERIALS?**