

# Creative Services Recruiting Request Form (CS DRF)

Make Things Possible Campaign



**Job Requester Name**

**Requester Telephone Number**

**Event Name**

**Date Submitted**  **Artwork Deadline**

**Recruiting Team Billing Codes**

**Reason for using CS DRF**

**PLEASE NOTE**  
ALL FIELDS must be filled in full before submitting to Creative Services. Please ensure all requested text is submitted in full within the DRF. Creative Services requires a minimum of 48 hours to complete your request. Please ensure you have accounted for this timing.

**POSTCARD / EVENT FLYER / SOCIAL MEDIA / VIRTUAL EVENT**  
Only when **Papirfly** templates will not accommodate content

**1. Audience**

**2. Image** (style guide - people – p. 20–23; location – p. 28; case study – p. 29–31; events playbook - illustrations p. 30–34)

**3. Headline** (options on page 8 of the style guide)

**4. Sub-Headline**

**5. Size/Specs**  **Other Image, Headline, etc.**

**6. Event Details**  
Note: The a.m./p.m. format (11:00 a.m. – 08:00 p.m) for times should be used, as stated in the GS Communications Style Guide

**7. Orientation** Please select one  Portrait  Landscape

**8. Use Gao Hua Logo** China / Hong Kong ONLY  Yes  No

**9. Output/s**  PDF – Print  PDF – Email  
**Other format/s**

**10. Additional Details**

**SPONSORSHIP AD**  
Please see page 49 of the Recruitment Style Guide

**1. Template**

**2. Image** (only select if you chose image template; photos in style guide - people images – pages 20–23)

**3. Headline**

**4. Sub-Headline**

**5. Body Copy**

**6. Size/Specs**  **Other**

**7. Orientation** Please select one  Portrait  Landscape

**8. Output/s**  PDF – Print  JPG  
**Other format/s**

**9. Additional Details**

**BESPOKE REQUEST**

**Details**

Last updated 12/21/2020

**SUBMIT CREATIVE SERVICES**

**RESET FORM**