Creative Brief



Project Summary:	
Clear, concise description of project – keep this as brief as possible	
Target Audience:	
Whom are you trying to attract? Be specific to be effective.	
Key Messages:	
One or two key "ideas" – those most important to the project's success.	
Key Benefits:	
What's in it for the audience?	
Background/Competitive Positioning:	
Briefly discuss the competition, market realities, obstacles, etc.	
Communication Strategy:	
Indicate any specific elements to be included (logos, key visual images, key words and phrases, key contact information, specific internet links etc.)	
Desired Message Tone:	
How do you want the message perceived creative, fun, warm, active?	
Project Timeline:	
Indicate major milestones.	

Other:	
Add any key information, image or diagram ideas, not covered by the previous items.	
Prepared by:	
For (Company/Club/Association) :	
Phone :	
Email :	
Address:	