Hello.   
Thanks for getting in touch with your exciting project. To help us help you, please fill in the blanks below, email it back to us at [hello@blacksand.co.nz](mailto:hello@blacksand.co.nz) and we’ll be in touch with great ideas.

**NAME:**

**COMPANY:**

**YOUR TIMINGS:**

**YOUR BUDGET:**

**TASK OVERVIEW:**

*(Are there any background details we should know about)*

**THE TASK**

We want these people:

*(your audience)*

To know this:

*(Key message)*

And then do this:

*(Call to action)*

**TONE**

*(Notes on how this should look, feel, sound)*

**ASSETS**

*(Notes on any graphics/logos/images you will be able to provide)*

**DELIVERABLES**

*(List out if known, otherwise we can recommend strategy)*

That’s it! Thanks again, we look forward to working with you.  
**Team Blacksand**