

# Creative Dept - Completed Jobs - 2013



Job #	Requested by	Date Requested	Proof Due	Final Art Due	Status	Project Name	Notes	1st Proof Sent	2nd Proof Sent	3rd Proof Sent	4th Proof Sent	Job Completed	With Whom?	Department to Bill	
1	<b>January 2013</b>														
2	1839	James	12/28/12		01/04/13	✓	FCES '13 - FB cover image	851x315 px	01/02/13				01/02/13	Willie	Events
3	1838	James	12/28/12		01/04/13	✓	RCEES '13 - FB cover image	851x315 px	01/02/13				01/02/13	Willie	Events
4	1837	James	12/28/12		01/04/13	✓	AMES '13 - FB cover image	851x315 px	01/02/13	01/03/13			01/03/13	Willie	Events
5	1841	Jason	01/03/13		01/04/13	✓	NMG handout - add AMES	100 copies	01/03/13	01/04/13			01/04/13	Willie	Events
6	1843	Jason	01/02/13		01/04/13	✓	NRF show handout - RCEES		01/04/13	01/07/13			01/07/13	Willie	Events
7	1847	Jason	01/07/13		01/08/13	✓	RCES '13 Website slide bar	Add the keynote speakers	01/07/13	01/08/13			01/08/13	Willie	Events
8	1842	John	01/03/13		01/08/13	✓	RCES '13 Site Banners	See attached for sizes and copy. Add 300x600.	01/09/13	01/09/13			01/09/13	Willie	Events
9	1861	Jason	01/10/13		01/11/13	✓	RCEES image - resize	increase image size to 1920 x 1080 px.	01/10/13				01/10/13	Willie	Events
10	1826	Kathy	12/10/12		01/14/13	✓	RCES '13 Sponsor Prospectus - 2 pg	James to provide copy.	01/11/13				01/11/13	Willie	Events
11	1864	John	01/14/13		01/14/13	✓	RCEES email titles	See attached list.	01/14/13				01/14/13	Willie	Events
12	1851	John	01/10/13		01/18/13	✓	AMES '13 Site Banners	See attached for sizes and copy. Add 300x600.	01/14/13	01/16/13			01/17/13	Willie	Events
13	1849	David	01/08/13	01/15/13	01/18/13	✓	DSA direct connect to RAMP list	see attached creative brief, copy and images	01/15/13	01/16/13	01/17/13	01/21/13	01/21/13	Willie	DSA
14	1888	Dave	01/18/13		01/21/13	✓	Kiosk Printer RC mockup	see attached email.	01/21/13				01/21/13	Willie	Sales
15	1831	Jason	12/19/12		01/04/13	✓	More new booth banners	8 banners - see attached list; printed banners due 1/10	01/10/13	01/14/13			01/25/13	Gary	Events
16	1882	Jason	01/17/13		01/25/13	✓	DSE - 2-sided, 8 1/2 x 11 flyer - reader revenue	see notes for details. final printed copies due 2/1 (3000)	01/25/13				01/25/13	Willie	Events
17	1886	Jason	01/17/13		02/06/13	✓	DSE - DST booth graphics	already in development, job #1831	02/25/13				01/25/13	Gary	Tradeshows
18	1833	Jason	12/19/12		01/25/13	✓	ATMIA Job Order - AMES flyer	Flyer to promote AMES - see attached for details - final printed copies due 2/8	01/25/13				01/25/13	Willie	Tradeshows
19	1889	Dave	01/23/13		01/28/13	✓	Case study mockup (KMC)	See attached email and logo.	01/28/13				01/28/13	Willie	Sales
20	1854	Jason	01/10/13		01/14/13	✓	FCES - website slider panel	Design a new slider panel on home page to feature James Carville & Mary Matalin	01/28/13				01/28/13	Willie	Events
21	1836	Jason	12/21/12		01/25/13	✓	ATMIA Job Order - ATM book digital screen	promote ATM book - see attached for details - 1920 x 1080	01/28/13				01/28/13	Willie	Tradeshows
22	1850	Kathy	01/09/13	01/23/13	01/30/13	✓	Infographic email promo	Email and landing page copy attached. send date=2/5	01/25/13	01/28/13			01/28/13	Willie	Sales
23	1870	John	01/14/13		01/16/13	✓	DST Advertiser/Prospect Survey email promo	dst logo, description of survey and button	01/17/13	01/29/13			01/29/13	Willie	Sales
24	1848	James	01/08/13		01/14/13	✓	AMES - add this summit to the NMG website		01/29/13				01/29/13	Willie	Events
25	1835	Jason	12/19/12		01/25/13	✓	ATMIA Job Order - ATM book flyer	Flyer to promote ATM book - see attached for details - final printed copies due 2/8	01/28/13	01/30/13			01/30/13	Willie	Tradeshows
26	1871	Kathy	01/16/13		01/30/13	✓	Media Kit promos	design another set of promos to encourage downloads of the media kits.	01/28/13				01/30/13	Gary	Sales
27	<b>February 2013</b>														
28	1891	Debra	02/04/13		02/06/13	✓	FCES business cards	qty: 50 cards by noon on Wed. 2/6	02/04/13				02/04/13	Willie	Sales
29	1862	Jim Barber	01/14/13		01/21/13	✓	SCC - DVD jacket cover design	copy attached.	01/24/13	01/28/13	01/31/13	02/04/13	02/04/13	Willie	Church
30	1840	Tom	12/31/12	01/17/13	02/08/13	✓	Church - Special Pub - Leading from the OT	See attached for creative direction and copy. (39 pages)	01/24/13	01/30/13	01/31/13	02/01/13	02/05/13	Willie	Church
31	1885	Jason	01/17/13		02/06/13	✓	DSE - copies of NMG two-sided flyer "colored circles"	100 copies					02/06/13	Willie	Events
32	1884	Jason	01/17/13		02/06/13	✓	DSE - HTML & text email promo - reader revenue (flyer from #1882)	see notes for details	02/05/13				02/06/13	Willie	Events

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33	1890	Jason	01/30/13		02/06/13	✓	AMES Sponsor Guide	Add presentable design to this guide.	02/06/13				02/06/13	Willie	Events
34	1883	Jason	01/17/13		02/06/13	✓	DSE - HTML & text email promo - "Meet the editor"	see notes for details	02/05/13	02/06/13			02/06/13	Willie	Events
35	1893	Dave	02/05/13		02/06/13	✓	Reprint QSR story mock-up		02/05/13	02/06/13			02/07/13	Willie	Sales
36	1898	Dave	02/07/13		02/07/13	✓	AMES Sponsor sell sheet (#1757)	put "sold" over premier sponsorship	02/07/13				02/07/13	Willie	Sales
37	1897	Dave	02/07/13		02/15/13	✓	Mockups / Boarded - Better ATM	see attached creative brief and logo	02/07/13				02/07/13	Willie	Sales
38	1896	John	02/04/13		02/07/13	✓	AMES'13 Banners - Revise (#1851)	change date to 9/25-9/26 on all banners.	02/07/13				02/07/13	Willie	Audience
39	1863	Kathy	01/14/13		TBD	✓	RCEES '13 Sponsor Prospectus	James to provide copy.	02/08/13				02/08/13	Gary	Sales
40	1901	Tom	02/08/13		02/15/13	✓	Update 20/20 logo	Logo & masthead graphic.	02/08/13				02/08/13	Willie	Church
41	1899	Dave	02/08/13		02/11/13	✓	White paper mock-up - Profitect	Send to Katie B. by no later than 10 A.M. on Monday	02/11/13				02/11/13	Willie	Sales
42	1892	Kathy	02/04/13		02/05/13	✓	Infographic sell sheet		02/05/13	02/11/13	02/13/13		02/13/13	Gary	Sales
43	1855	Kathy	01/10/13		01/28/13	✓	RCES sponsor promo #1	James to provide copy. send date=1/30	02/14/13				02/14/13	Willie	Events
44	1903	Tom	02/14/13		02/15/13	✓	one page insert for ATM book	150 copies. John to provide copy	02/14/13				02/14/13	Willie	Sales
45	1865	John	01/14/13	02/01/13	02/15/13	✓	RCEES '13 Direct Mail #1	John provided changes.	02/01/13				02/15/13	Gary	Events
46	1853	James	01/10/13		02/08/13	✓	FCES '13 Sponsor Prospectus	copy attached..	02/08/13				02/15/13	Gary	Sales
47	1904	Kathy	02/15/13		02/18/13	✓	Custom content copy change for all media kits	see attached note from Kathy.	02/18/13				02/18/13	Willie	Sales
48	1857	Kathy	01/10/13		02/11/13	✓	FCES sponsor promo #1	James to provide copy. send date=2/13	02/19/13				02/19/13	Willie	Events
49	1852	John	01/10/13		01/24/13	✓	FCES '13 Site Banners	John to approve.	02/07/13	02/21/13			02/21/13	Willie	Events
50	1908	Tom	02/19/13		03/05/13	✓	GCRN ad	see attached for specs	02/20/13	02/21/13	02/22/13		02/22/13	Willie	Church
51	1895	Jason	02/06/13		02/08/13	✓	FCES Sponsor Guide	Word doc template	02/22/13				02/22/13	Willie	Events
52	1894	Jason	02/06/13		02/08/13	✓	RCEES Sponsor Guide	Word doc template.	02/22/13				02/22/13	Willie	Events
53	1905	David	02/18/13	02/21/13	02/25/13	✓	DSA symposium logo	design event logo - creative brief attached	02/22/13	02/25/13			02/25/13	Gary	DSA
54	1918	Debra	02/26/13		02/26/13	✓	Research Center and Guide mock-up	logo attached.	02/26/13				02/26/13	Willie	Sales
55	1820	Kathy	01/10/13		02/22/13	✓	AMES '13 Sponsor Prospectus	Expand 2-page sell sheet.	02/22/13	02/26/13			02/26/13	Willie	Sales
56	1920	Tom	02/25/13		02/27/13	✓	20/20 Turnaround DVD cover		02/19/13	02/26/13	02/27/13		02/27/13	Willie	Church
57	1900	Kathy	01/30/13		02/25/13	✓	Media Kit Promo - Feb.	add the new headline, version out the promo. Send date=2/26	02/25/13	02/28/13			02/28/13	Gary	Sales
58	March 2013					☐									
59	1909	Kathy	02/23/13	02/26/13	03/01/13	✓	MPT jobmart promo	copy attached.	02/28/13	03/01/13			03/01/13	Willie	Internal
60	1856	Kathy	01/10/13		02/25/13	✓	AMES sponsor promo #1	James to provide copy. send date=2/6	02/28/13	03/01/13			03/01/13	Willie	Events
61	1906	Kathy	02/20/13		02/25/13	✓	Infographic promo for Food	Revise promo and landing page. send date= 3/5	03/05/13				03/05/13	Gary	Sales
62	1911	David	03/05/13		03/07/13	✓	DSA email promo #1 - save the date	Copy attached.	03/06/13	03/07/13			03/07/13	Willie	DSA
63	1910	Tom	02/25/13		02/25/13	✓	ATM book sponsor mock-ups	Triton, Cardtronics, Bank of America	02/26/13	03/06/13	03/08/13		03/08/13	Gary	Sales
64	1926	James	03/08/13		03/08/13	✓	RCEES sponsor prospectus	revisions	03/08/13				03/08/13	Willie	Sales
65	1907	Joe	02/18/13	02/26/13	03/01/13	✓	Invitation & RSVP for Fast Casual Top 100 Awards Ceremony	See attached brief. Qty: 30 of each invitation. mail: 3/15	02/26/13	03/01/13	03/05/13	03/08/13	03/13/13	Gary	Events
66	1942	Joe	03/13/13	03/21/13	03/28/13	✓	FC Top 100 cover		03/14/13				03/15/13	Gary	Editorial

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67	1781	Tom	10/03/12		01/21/13	✓	NMG 2013 Theme - Items for office & staff	Quotes posters, office name plates, branding poster for kitchen, mini posters for staff.	11/19/12	11/21/12	11/26/12		03/18/13	Gary	Corporate Marketing
68	1931	David	03/11/13		03/19/13	✓	DSA Symposium site banners	static: 300x250, 728x90, 468x60, 120x240 - see attached note for copy.	03/18/13				03/19/13	Willie	DSA
69	1876	John	01/16/13	03/15/13	03/29/13	✓	AMES'13 Direct Mail #1	see attached note from John. APPROVED 3/20.	03/18/13	03/19/13	03/20/13		03/20/13	Gary	Events
70	1912	David	02/14/13		03/20/13	✓	DSA email promo #2 - registration is now open	Copy attached. Send date=3/21.	03/20/13	03/20/13	03/21/13		03/21/13	Willie	DSA
71	1941	James	03/14/13	03/19/13	03/21/13	✓	Cash Box book - promo. PROOF APPROVED.	Creative brief attached.	03/19/13	03/20/13			03/21/13	Willie	Sales
72	1930	David	03/08/13		03/13/13	✓	DSA banners for CETW 365	3 static banners: 300x250, 728x90, 468x60. DAVID TO APPROVE.	03/13/13	03/19/13			03/21/13	Willie	DSA
73	1858	Kathy	01/10/13		03/05/13	✓	RCES sponsor promo #2	KATHY APPROVED.	03/22/13				03/22/13	Gary	Events
74	1860	Kathy	01/10/13		03/07/13	✓	FCES sponsor promo #2		03/19/13	03/22/13			03/26/13	Gary	Events
75	1859	Kathy	01/10/13		03/12/13	✓	AMES sponsor promo #2		03/22/13				03/26/13	Gary	Events
76	1925	Dave	03/07/13		03/13/13	✓	Microcom postcard	See attached postcard and notes. DAVE TO APPROVE	03/13/13	03/14/13	03/25/13		03/26/13	Willie	Sales
77	1922	Dan	03/05/13	03/21/13	03/28/13	✓	New RCE logo - for RCE site	See attached note from Dan for deliverables. GARY TO FINALIZE LOGO.	03/28/13				03/28/13	Willie	Audience Development
78	1944	Sandy	03/18/13		03/25/13	✓	Invitation for Investor Luncheon	Copy attached. Qty=35	03/27/13				03/28/13	Gary	Corporate Marketing
79	1868	John	01/15/13		03/25/13	✓	RCEES '13 Banners #2 (revise)	change offer to: save \$100 by 5/31 (post online: 4/1)	03/29/13				03/29/13	Willie	Events
80	1940	James	03/14/13	03/19/13	03/21/13	✓	Cash Box book - banners	All banner sizes, roadblock & superleader. Creative brief attached.	03/27/13	03/29/13			03/29/13	Willie	Corporate Marketing
81	1932	Tom	03/11/13		03/18/13	✓	20/20 sell sheet for potential speakers/attendees	one-page - see attached for copy. TOM PROVIDED HIS CHANGES ON 3/20.	03/13/13	03/14/13	03/25/13	03/29/13	03/29/13	Willie	Church
82	April 2013					☐									
83	1921	Dan	02/22/13		03/08/13	✓	Video page mock-ups		04/01/13	04/03/13			04/04/13	Gary	Sales
84	1948	James	03/25/13		03/27/13	✓	Revise RCEES branding/theming for new keynote speaker	Items to be revised attached.	04/01/13	04/02/13			04/05/13	Gary	Events
85	1951	Tom	03/22/13		03/27/13	✓	Adv. Consult. Trmg. DVD Jacket Cover Design		03/28/13	04/01/13			04/08/13	Willie	Church
86	1954	Cherryh	04/05/13		04/09/13	✓	FCC ppt for Dubai		04/09/13				04/09/13	Gary	Editorial
87	1914	David	02/25/13		04/09/13	✓	DSA email promo #3 - hotel reservation cut-off	David to provide copy; send date=4/10	04/09/13				04/09/13	Willie	DSA
88	1955	Kathy	04/05/13		04/09/13	✓	AMES Sponsor Prospectus revisions	See attached note. (prev. #1820)	04/09/13	04/10/13			04/10/13	Gary	Events
89	1919	Kathy	02/26/13		03/04/13	✓	PMC email promo from Debra/Katie	this will be a one-pager. Katy to provide html code to Liz.	03/05/13	03/08/13	03/22/13	04/02/13	04/10/13	Gary	Sales