



3 easy steps to getting you up on your feet

Guide to using the Project Request Form:

All marketing requests must now be made through the portal. This document provides you with a clearer and more concise way of ordering your specific marketing materials.

Once the enjoy! team receive your job request, they will review the brief provided. (A copy of your request is also sent to Head office).

As soon as the request is approved, the enjoy! team will liaise directly with you to progress your order and work to have your marketing completed to you within the agreed deadlines.

Guide to using the Project Request Forms

Step One

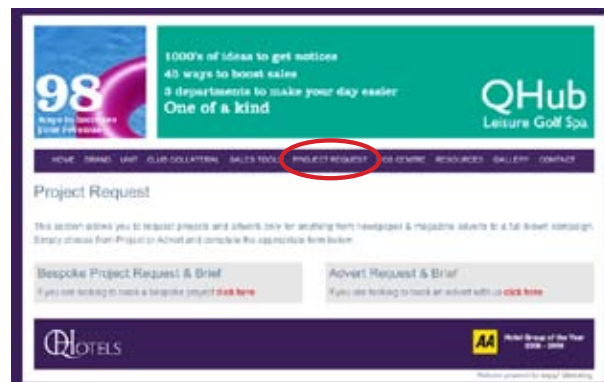
Log onto the QHUB www.yourdraftportal.co.uk

Username: Qleisure

Password: QHL1999

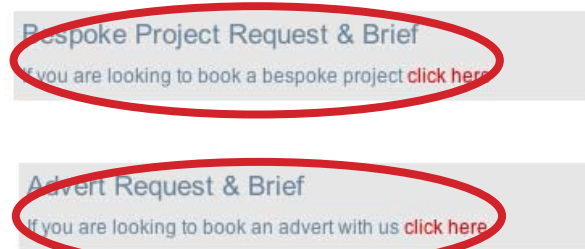
Step Two

On the homepage tool bar you will see project request. Select this.



Step Three

If you would like to submit an order for a project – select **Bespoke project request & brief** form for anything from a PDF to a poster to a full blown campaign, select **Advert request & brief** form for a press/magazine advertisement.



Example of bespoke project request form

A screenshot of the 'Bespoke Project Request & Brief' form. The form is divided into two columns. The left column contains fields for 'Your Name', 'Email Address', 'Working Title', 'Expected Revenue', 'Costs Required', and 'Purpose (What are you looking to achieve)'. The right column contains fields for 'Your Club', 'Contact No', 'Target Market', 'Expected Revenue', 'What is your offer (This should act as your imagination)', and 'Previous (Project Description & overview)'. At the bottom, there is a 'Choose File' button and a 'Submit Project' button.

Example of advert request & brief form

A screenshot of the 'Advert Request & Brief' form. The form is divided into two columns. The left column contains fields for 'Your Name', 'Email Address', 'Cost Required', 'Agency', 'Creative', and 'Other'. The right column contains fields for 'Your Club', 'Contact No', 'Ad Description (press, kit, billboard etc)', 'Size', 'Frequency', and 'Ad Copy'. At the bottom, there is a 'Choose File' button and a 'Submit Project' button.

Please ensure that you complete all fields on the form to provide our creative team with as much information as possible. You can attach supporting documents and visuals by selecting the browse button and attaching the relevant files.

Once you are happy that you have completed your request form, click submit and your request will be sent directly to the enquiry! team.

