SECOND STORY STUDIO

Task Brief

Collaborator - Shape Your Idea

Answer what you can. Use extra sheets or discuss anything you are unsure about.

Name / business

Email / project reference

1. What would you like us to help you achieve?

Tell us what a successful result would look like.

2. Who will use it, and where?

Audience, setting, business or personal use.

3. What do you already have?

Photos, drawings, measurements, text, branding, source files or the item itself.

4. What must stay, change or be avoided?

Important details, colours, style, brand rules and permissions.

5. What budget and timing should we work around?

A budget range is helpful. Tell us if the date is fixed or preferred.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.

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Answer what you can. Use extra sheets or discuss anything you are unsure about.

6. What sparked the idea or story?

An object, memory, problem, skill or business opportunity.

7. What form might the result take?

Physical piece, image/video, document, website, project support or not sure yet.

8. What will you contribute and what would you like SSS to do?

Materials, skills, content, access or a finished service.

9. Are other people or businesses involved?

Who owns the source material and who needs to approve its use?

10. What should we explore together first?

Priorities, open questions and the smallest useful first step.

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