



## *Office of Communications Publications Request Form*

### **IMPORTANT:**

*Before work can begin on any publication, the project must be approved for content and concept.*

**Please provide the information requested below and obtain the appropriate approvals.**

<b>Circle one of the following:</b>			
New Publication	Recurring Publication	Reprint w/Minor Changes	Exact Reprint
Today's date:			
Department:			
Contact person(s):			Extension:
Title of project:			
Description of project:			
Audience/Purpose of project:			
<b>Please provide the following information:</b> <b>PRINTING:</b> <input type="checkbox"/> Full color <input type="checkbox"/> Black and white <input type="checkbox"/> Electronic version needed for AC website		<b>APPROVALS:</b> The copy and concept for this project have been reviewed and approved by:  Project Initiator: _____  Date: _____  Supervisor: _____  Date: _____	
Estimated quantity:		Once the copy and concept for this project have been approved, submit the following: <input type="checkbox"/> This form <input type="checkbox"/> A hard copy of the draft of your project <input type="checkbox"/> Electronic documents of all text, preferably in Word sent via email and all images (See <i>Producing a Publication</i> on the Office of Communications webpage.)	
Date needed:			
Date of meeting with Coordinator of Communications to discuss project:  _____			
Other notes:			