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.

<table>
<thead>
<tr>
<th>Circle one of the following:</th>
<th>New Publication</th>
<th>Recurring Publication</th>
<th>Reprint w/Minor Changes</th>
<th>Exact Reprint</th>
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</thead>
<tbody>
<tr>
<td>Today’s date:</td>
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<tr>
<td>Department:</td>
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<td>Contact person(s):</td>
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<td>Extension:</td>
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<tr>
<td>Title of project:</td>
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<tr>
<td>Description of project:</td>
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<td>Audience/Purpose of project:</td>
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</tbody>
</table>

Please provide the following information:

**PRINTING:**
- [ ] Full color
- [ ] Black and white
- [ ] Electronic version needed for AC website

**APPROVALS:** The copy and concept for this project have been reviewed and approved by:

Project Initiator: __________________________
Date: _________

Supervisor: ______________________________
Date: _________

Estimated quantity:

Date needed:

Date of meeting with Coordinator of Communications to discuss project:

Once the copy and concept for this project have been approved, submit the following:

- [ ] This form
- [ ] A hard copy of the draft of your project
- [ ] Electronic documents of all text, preferably in Word sent via email and all images
  (See Producing a Publication on the Office of Communications webpage.)

Other notes: