

Gadsden State Community College Publications Request

Department(s): _____

Submitted by: _____ Date: _____

Title of Publication _____

Return Recommendations to: _____

Expected date publication will be submitted to printer _____

What is the target group for this publication? _____

What color process will be used?

Will the publication be produced in-house or by private printing sources?

What is the goal of the publication?

What is the expected shelf life of this publication (how long will it be used)?

_____ **Has the draft been approved by your direct supervisor or executive staff member?**

_____ Have you utilized copyright and fair use policy?

_____ Is the Gadsden State logo & slogan according to specifications?

_____ Are the photos and appearance of acceptable quality?

_____ Is the publication diverse and appropriately representative of Gadsden State?

_____ Is the publication in line with the mission statement and institutional goals of the College?