

Ag Communication Submittal Form

Send to: Sharon Lane, sharon.lane@ndsu.edu, 10 Morrill Hall

Publications, brochures, fliers, posters, banners, handouts, newsletters, packaged programs and other materials that are targeted for public audiences need this form.

9/12

Title _____

New Revision Reprint Publication number _____

Author(s) _____ Phone _____

Intended use or need for material _____

Keywords _____

2- to 4-sentence summary _____

Date needed ____/____/____ Deliver to: Distribution Other _____

Category of Information (check one)

- Publication
- 4-H literature
- Newsletter
- Other _____

Format (check all that apply)

- suggested number of copies
- Print and Web _____
 - black and white
 - color
 - Master/original only _____
 - CD/DVD _____
 - Web only _____
 - Other _____

Funding Source

- fund _____ dept. _____ program _____ project _____
- fund _____ dept. _____ program _____ project _____
- future revenue – sold through Distribution Center

Additional thoughts on funding, distribution, marketing, special needs, etc.

If any copyrighted material from external sources was used, attach permission.

Author _____ Date ____/____/____

Manuscript reviewed by:

(Peer review is required only for new numbered publications.)

Name and Title _____

Name and Title _____

Name and Title _____

Review process and content approved by _____ Department Chair _____ Date ____/____/____

(To be completed by Agriculture Communication)

Received _____/_____/____
date

Editor _____/_____/____
date received

_____/_____/____
date forwarded

Graphic Designer _____/_____/____
date received

_____/_____/____
date forwarded

Estimated cost:

- layout \$ _____
- printing \$ _____
- CD/DVD development \$ _____

Print estimates:

_____ \$ _____
_____ \$ _____
_____ \$ _____

recommended

number of copies retail price

Print _____ \$ _____

CD/DVD _____ \$ _____

Approved for printing/duplicating

signature _____

_____/_____/____
date