

Communications Deliverables Submittal Form

Please print or use sans serif type

Name of Event or Activity: _____

Date: _____ Location: _____

Submitted by: Name _____ Committee(s) _____

Phones _____ Email _____

Contact: (if in addition to or other than above) _____

Phones _____ Email _____

Please give a detailed description of items needed. The list below provides a number of possible communications deliverables and lead times. Please attach samples, and email full copy for your items wherever possible.

- Website News/Announcements (1 week)
- Web Page (2 weeks)
- Flyer, Brochure, Banner, Poster - specify size and color, in house printing (less than 100 copies) or professional printing.

Communications will contact you for lead times.

- Foundation Letterhead (1 week)
- Letter written on Foundation Letterhead (2 weeks)
- Press Release (4 weeks)
- Sandwich board (4 weeks)
- Graphic Format for email (1 week; must be approved by Board Chairs)
- Text based email (3 weekdays, must be approved by Board Chairs)
- AHSEF Calendar entry (1 week)
- Analy Marquee Announcements (1 week)
- Analy Calendar entry (1 week)
- Analy SipZip (the 10th of the month previous to posting)

List materials you will provide: _____

Budget for other materials and printing: _____

Deadline for first draft: _____

Deadline for final version: _____

Please fax or email completed form: 707 887-2202 / plana@sonic.net Questions? Call 887-2202