

MarComm Project Request Pre-submission Checklist:

The following checklist should be used prior to submitting a Marketing Project Work Order Submission & Request Form.

- ☐ Complete marketing project Work Order Submission & Request Form
- ☐ Review the Project Timeline Guidelines to ensure enough time is allotted to complete the project
- ☐ Acquire project development approval and/or review by supervisor
- ☐ Review materials for accuracy and information (facts, dates, times, etc.)
- ☐ Edit material for style, grammar accuracy, and formatting (*Refer to Council Style and Graphic Guidelines*)

When requesting that material/projects be created, the requester is responsible for providing most content and detailed instructions on what the project should look like. Staff members are responsible for considering what should be included in the material and/or project and implications related to department-specific or council-wide policies and procedures.