

**Project Overview**

|   |                         |
|---|-------------------------|
| Date Submitted:   | Projected Due Date:     |
| Division/Office:  | Project Contact Person: |
| Project Title:  | PIO:                    |
| Brief Explanation of Project Scope (Updated Content, New Content, Method of Distribution, Event, Audience, etc.): |                         |
| Artwork provided by office (logos, photos, charts, etc.):   |                         |
| Promote content through other communication channels (e-mail, website, social media, etc.):                       |                         |
| Add/update this content on the Development website (provide URL):   |                         |

**Project Production**

|   |                 |
|---|-----------------|
| Type of Production: <input type="checkbox"/> Print (additional info below) <input type="checkbox"/> PDF <input type="checkbox"/> E-mail <input type="checkbox"/> Website <input type="checkbox"/> Other:                |                 |
| Print Format: <input type="checkbox"/> Flier <input type="checkbox"/> Brochure <input type="checkbox"/> Booklet <input type="checkbox"/> Mounted Poster <input type="checkbox"/> Banner <input type="checkbox"/> Other: |                 |
| Quantity:   | Suggested Size: |
| Additional Project Production Information:  |                 |

**Budget Codes for Production**

|           |                |            |          |
|-----------|----------------|------------|----------|
| *Fund:    | Account:       | *ALI:      | *Dept #: |
| *Program: | Grant/Project: | Reporting: | Other:   |

\* Budget codes are required for print production projects submitted to State Printing.

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