Printed Materials Approval Routing Form

We welcome the enthusiasm of departments/divisions in the College of Family and Consumer Sciences (FACS) to create their own materials. As a college at the University of Georgia we must follow UGA guidelines for branding as well as those set forth in the college.

Effective immediately, all materials produced by individual departments or divisions in FACS the materials must be approved at the college level before printing. Cal Powell, Director of Communications, will review the materials to make sure they follow UGA and FACS branding guidelines and sign off on this form which will be returned to the department as soon as possible. Cal’s approval means to proceed with printing. If approval is not given, Cal will meet with the department to clarify the items that need to be changed. It is up to the department to make the appointment to meet with Cal. Once the department makes the changes then the material must be resent to Cal Powell for final approval.

Department Name ________________________________________________________

Return the form to (name of staff or faculty) _______________________________________

Type of Material (i.e., brochure, poster, flyer) _____________________________________________

Purpose ___________________________________________________________________________
______________________________________________________________________

Date: ____________________________________________________________________________

Cal Powell, Director of Communications, will review and either 1) approve or 2) return to the department for revisions.

Approved with no changes: __________________________________________________________

(sign)  (date)

Changes required before approval: ___________________________________________________

(sign)  (date)

If changes are required, make an appointment with Cal to go over the needed changes to the material.

Once recommended changes have been made in the department or unit, return this form with the revised material to FACS Director of Communications for final review and approval.

Staff member signature and date ______________________________________________________

Director of Communications signature/date for approval ____________________________________

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