



### Publication Approval Form

Publication guidelines can be reviewed at [www.apsu.edu/prandpubs](http://www.apsu.edu/prandpubs). Submit completed form with publication to the Public Relations and Marketing Office.

Department \_\_\_\_\_ Account Number \_\_\_\_\_

Contact person \_\_\_\_\_ Phone \_\_\_\_\_

Publication Name \_\_\_\_\_

Description and purpose of publication \_\_\_\_\_

**Source of photography/images:**

\_\_\_\_\_

**Distribution (Check all that apply)**

- \_\_\_ posted on campus
- \_\_\_ APSU students
- \_\_\_ APSU faculty/staff
- \_\_\_ off campus (**specify**) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Printing information:**

APSU Media Center/office printer  
off-campus printer—include name and address of printer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Number of copies
- \_\_\_\_\_ Design Cost
- \_\_\_\_\_ Printing Cost
- \_\_\_\_\_ Distribution Cost

*For Public Relations and Marketing Office use*

- Logo
- Affirmative Action & TBR Statement
- Photography

- \_\_\_\_\_ Received publication
- \_\_\_\_\_ Requested corrected publication
- \_\_\_\_\_ Received corrected publication
- \_\_\_\_\_ Approval date
- \_\_\_\_\_ Editor

Publication Number: AP \_\_\_\_\_

*Affix publication number to publication and send two final copies to the Public Relations and Marketing Office after printing.*