Publication Process

1. Consider aggregate process for simultaneous electronic and print mediums
2. Consolidated database for recipients
3. Consolidate/purchase graphics library
4. Ensure sufficient postage available
5. Enforce ADA copy as part of contracted Services “proof”
Publication Process

1. Proofread
2. Revise and Edit
3. Draft Publication
4. Convert to compliant Electronic format
5. Approved final Publication
6. Electronic Mailing List
7. Bulk Mailing (greater than 200)?
   - Not Bulk: Produce and distribute
   - Bulk: Prepare and/or Print labels and Distribute (printer may mail)
8. Enter and re-enter from the Procurement Process Here
9. Distributed

6/23/2009