

HARRIS-STOWE STATE UNIVERSITY



OFFICE OF UNIVERSITY RELATIONS

HSSU Accuracy Check Form

Before any Harris-Stowe State University publications, whether to be released internally or externally, go to print, they must be reviewed by the Office of University Relations (Room 110) by Coordinator of University Relations Brenda Talbot for accuracy of facts, grammar, spelling, design, etc. This is not intended to infringe on anyone's creativity, jurisdiction, etc.; instead, it is a precaution taken by the University to ensure that Harris-Stowe is always represented as favorably as possible. Please complete this form to verify that the publication has been reviewed.

DATE _____

NAME	
PHONE	EMAIL
DEPARTMENT OR STUDENT ORGANIZATION	
PROJECT TITLE	
DESIGNER	
DEADLINE	
TYPE OF PUBLICATION <input type="checkbox"/> BROCHURE <input type="checkbox"/> FLIER <input type="checkbox"/> INVITATION <input type="checkbox"/> POSTER <input type="checkbox"/> OTHER _____	
PREFERRED PRINTER AND LOCATION <input type="checkbox"/> UNIVERSITY PRINTING, HGA ROOM 21B <input type="checkbox"/> OTHER _____	
IF USING UNIVERSITY PRINTING, NAME DEPT. ACCOUNT TO CHARGE	IF PRINTING OUTSIDE THE UNIVERSITY, HAS AN S&E BEEN DRAWN UP THROUGH THE BUSINESS OFFICE, ROOM 105? <input type="checkbox"/> YES <input type="checkbox"/> NO

I certify that I have had the Office of University Relations review the above-mentioned publication.

SIGNATURE

The above-mentioned publication has been reviewed by the Office of University Relations and is ready for distribution/printing:

BRENDA TALBOT, COORDINATOR OF UNIVERSITY RELATIONS

DATE