

### Publication Approval Form

Publication guidelines can be reviewed at the [Public Relations and Marketing website](#). 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 Printing Services/office printer  
off-campus printer—include name and  
address of printer

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

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

*For Public Relations and Marketing Office use*

- Logo       Nondiscrimination 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.*