

WORK REQUEST

Date Completed: _____

Date: _____
Program: _____
Requester: _____
e-Mail: _____
Telephone: _____

Office of Communications Stamp

Topic: _____
Project Deadline: _____

Budget: _____
Funds Expiration Date: _____

What would you like for us to do?

Why do this project? What are your objectives? What do you want to accomplish?

Campaigns: What evidence-based material, best practices or data support this campaign?

Who is your target audience? Are you addressing specific populations? (Example: racial / ethnic minorities, those who live in poverty, or people with disabilities)

What will the audience gain from this material or campaign?

How will this product / material be distributed?



Are there any cultural, social, or other obstacles to be aware of in designing this material or campaign?

Translation of material must be paid for by the program area.

Are there legal requirements for the contents of this document or campaign?

Is there any other helpful information we need to know in designing this material or campaign?

Approval Reminder:

Make sure that you have all of the necessary signatures below.

Signatures:

Requestor / Title: _____	Date: _____
Office Director: _____	Date: _____
Office Director's Supervisor: _____	Date: _____
District Health Officer or Admin: _____	Date: _____
Communications Campaign Manager: _____	Date: _____
Communications Director: _____	Date: _____

BEFORE YOU SUBMIT:

For print materials or website content to create or revise:

Initial: _____ I have attached ALL text content with this work request, or sent it electronically before submitting.

Initial: _____ I have had all content reviewed and initialed by my Office Director.

I understand that if this Work Request is submitted without complete and approved content that it may be voided.

Your Signature: _____ **Date:** _____

Instructions for Completing Form #801e

Form 801e is for new campaigns and other work related requests for the Office of Communications.

Read each question carefully and fill out the ones that are appropriate for your request. If your request is not campaign related feel free to skip those questions.

Make sure that you have all appropriate signatures and that you have initialed before submitting form 801e to the Office of Communications.