



Publications Review Form

Office of Public Relations
318-342-3720
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Date in _____

Date out _____

Louisiana Delta Community College seeks to ensure that all publications representing the college convey a consistent and accurate message and image. To accomplish this, all externally disseminated publications of Delta or its divisions must be presented for review and approval by the Office of Public Relations.

Name of publication _____

Purpose/Audience _____

College/Department/Program _____

Name/Title _____

Contact Info _____

- College logo missing or displayed improperly.
- Needs equal opportunity statement.
- Needs cost disclosure statement.
- Needs disability statement.
- Recommend more prominent display of "Louisiana Delta Community College"
- Recommend addition of "For further information, write or call ..." or similar statement for readers.

- Recommend addition of mission statement.
- Recommend listing of key college officials.
- Recommend improvement in text.
- Typographical, spelling or factual errors.
- Recommend improvement in quality of photography or art.
- Recommend improvement in quality of typography.
- Recommend improvement in layout and design.

Additional comments:

Reviewed by: _____

Date: _____

- Status** OK as is; no further review necessary
- OK with changes; no further review necessary
- Further review necessary; return with recommended changes