



AFGE National VA Council

Department of Communication & Media Intake Form

Please complete this request form for all projects. Requests will be prioritized as determined by the NVAC Director of Communication & Media and completed based on first-come first-served basis with a weight on project deadlines. NVAC will handle all approvals of materials.

Note:

- Provide as much detail and support info with initial request. Multiple emails/requests can cause confusion and delays.
- All requests must be routed through proper approval process and will not be released for use until all approvals are documented.

Project/Event Name:

Date you will need materials:

Date of Request:

Date of Project or Event:

Please give at least a three - four (3-4) week notice when possible.

Is this a one-time event/project or recurring? one-time recurring

Name of Person Requesting Service:

Position:

Organization/Local # and address:

Contact:

Phone:

Email:

What are you requesting? (Select all that apply)

Flyer	Poster	Social media graphic/msg
Sign	Postcard	Giveaway/Promo Item
Press Release	Eblast	Powerpoint/presentation
Zoom	National Call	Toolkits
Other		

What is the target audience for this request?

Will you be having items printed? Yes No How many?

Budget/Cost?

Will it be used for more than one event? Yes No

If requesting anything that you will print on your own, you will need to provide a final draft before printing to be reviewed and approved by NVAC Director of Communication & Media.

What date will you plan to send this in for approval? _____

Output Delivery

Will need to be sent out as a Presidents Briefing?

Will need to be added to the NVAC Calendar?

Will need to be added to the monthly newsletter?

Will need to be added to social media?

Output versions – digital print graphic data for printhouse/vendor

Please provide details for the materials you would like – draft copy, photos to use, local information, other details and relevant information. Attach all information to this intake form and email communication@afgenvac.org

When completed, provide media documentation (photos, newsworthy mentions, URL links) of the final event.

NVAC OFFICE ONLY: Approval Dates

NVAC Director of Communication & Media

NVAC Chief of Staff

AFGE Director of Communication

AFGE Director of Mobilization

AFGE Press

AFGE Policy & Legislation

NVAC Supervisory Attorney

Final Approval Date

NVAC President

GCO