

Creative Media Center

Creative Media Center 847-578-8368 • www.rosalindfranklin.edu/cmcl/index.html

CONTENT APPROVAL FORM

New/Revised Program Brochures/Promotional Materials

Before the Creative Media Center can begin the layout process of any brochure or promotional materials, all content must be approved. The requestor must obtain all applicable signatures prior to meeting with the Creative Media Center.

Requestor: _____

Brochure/Promotional Material Title: _____

If the brochure/promotional material contains new information or revisions that affect any of the following departments, requestor must obtain a signature from that department:

Registrar's Office _____ Date

Admissions/Financial Aid _____ Date

Student Housing _____ Date

Communications (Required) _____ Date

Department Chair (Required) _____ Date

Dean/CAO (Required) _____ Date

