

## **Review Process**

Reason:

Club materials, just like other JSCC materials, such as flyers, posters, postcards, t-shirt designs, logos, promotional items, etc. must be reviewed by the Public Relations Office before printing. This is necessary for three reasons:

1. This is a rule of the Tennessee Board of Regents.
2. This will protect your club in case someone inadvertently uses some copyright material, misspells a word or prints wrong information.
3. This will legitimize your organization as part of Jackson State instead of being mistaken for something such as an Avon poster or “roommate wanted.”

Requirements:

Any material printed by your club should include:

1. Official Jackson State logo. This can be obtained through the PR office.
2. Equal opportunity statement. The statement should read: “Jackson State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action school.”
3. A publication number assigned by the PR office.

Process:

1. Design your publication or arrange for Printing Services to do the work for you. Logos can be e-mailed to you for your use by contacting the PR office or Printing Services.
2. Make sure your publication is proofed by your faculty/staff advisor.
3. Make final changes.
4. Fill out a copy of the Publication Number Request form. Printing and distribution information can be obtained from Printing Services.
5. Deliver, campus mail or e-mail your request form and a clean corrected copy of your publication to the PR office for review. E-mail can only be used if you send a JPEG or TIFF file. If changes are indicated by the PR office, make the necessary changes and return to the PR office for assignment of a publication number.
6. Put the publication number on your material.
7. Fill out a printing order form (green). Take the printing order form, publication number request form and corrected copy of publication to Printing Services.

This entire process can take a while so plan ahead! The PR office tries to approve things within 24 hours, but times can vary depending on workload levels.

## **Posting Process:**

Posting flyers or posters across campus is under the jurisdiction of the Student Services office. Please refer to their policy regarding stamps needed to post flyers and posters on campus bulletin boards.