

PROOF APPROVAL FORM

Utah Department of Health - Office of Public Information and Marketing (rev3.3.2011)

All HIV, STD and Viral Hepatitis Prevention Program grantees / contractors are required to submit this form with all material generated for public distribution. Material generated for public distribution must be received and approved by the UDOH Office of Public Information and Marketing (OPIM) **before** printing/production. One proof approval form must be attached to each item submitted. **Allow one week for approval or two weeks for items with more than 10 pages.** Submissions will not be approved if they are offensive, in bad taste or contain inappropriate language.

I. Material Submitted for Approval

Material type:	
Material name:	
Target audience:	
Material goal:	
Distribution date:	
End date:	
Created by:	
Submitted by:	
Program:	
Signature	
Date:	
Phone:	

II. Language Translation (if applicable)

Any translation must be performed by a professional translator who is proficient in speaking, writing and reading the language. Submit all translated to OPIM for review, even if previously approved in English

Language	
Translated by	
Phone	

IV. UDOH Program Manager Approval

Manager's name:	Lynn Meinor
Signature:	
Date:	
Phone:	(801) 538-6198

OPIM Review / Approval

<input type="checkbox"/>	NOT APPROVED - The text has been reviewed but not approved. Resubmit a revised copy and new proof approval form with the original version and form.
<input type="checkbox"/>	NOT APPROVED - The design/graphics/layout have been reviewed but not approved. Resubmit a revised copy and new proof approval form with the original version and form.
<input type="checkbox"/>	APPROVED WITH SUGGESTED CHANGES - The text has been revised and is approved for printing / distribution / production after the suggested edits/changes are completed.
<input type="checkbox"/>	APPROVED AFTER CHANGES - The design/graphics/layout have been reviewed and are approved for printing / distribution / production after the changes are completed.
<input type="checkbox"/>	APPROVED - The text is approved for printing/production.
<input type="checkbox"/>	APPROVED - The design/graphics/layout are approved for printing/distribution.
<input type="checkbox"/>	APPROVED - The production is approved for placement / distribution.
Review Completed by:	
Name	Date