

PROPOSAL BRIEF FOR PUBLICATIONS AND AUDIOVISUALS

INSTRUCTIONS: A Proposal Brief for Publications and Audiovisuals must be completed for any planned project for developing a publication or audiovisual and coordinated with the Publications Division (XSP) or other designated approving authority. See ADM 1035.6B. Complete this form on a typewriter.

ORIGINATING OFFICIAL	TELEPHONE NO.	CORRES. SYMBOL
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PROPOSED TITLE OR SUBJECT

JUSTIFICATION (need for product and benefit to agency and Federal Government)

READERSHIP/AUDIENCE (site, location, whether GSA, Federal, or public)

USEFUL LIFE OTHER (Explain)

LESS THAN ONE YEAR ONE TO FIVE YEARS

DESCRIPTION OF PROPOSED PUBLICATION				DESCRIPTION OF PROPOSED AUDIOVISUAL					
<input type="checkbox"/>	PAMPHLET	<input type="checkbox"/>	BOOK	<input type="checkbox"/>	FILM	<input type="checkbox"/>	16mm	<input type="checkbox"/>	35mm
<input type="checkbox"/>	PERIODICAL	<input type="checkbox"/>	POSTER	<input type="checkbox"/>	VIDEOTAPE (Inches wide)				
<input type="checkbox"/>	BOOKLET	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	SLIDE				
<input type="checkbox"/>	NEW	<input type="checkbox"/>	REVISED	<input type="checkbox"/>	SLIDE/SOUND				
NO. OF PAGES	NO. OF COLORS	NO. OF COPIES		AUDIO-TAPE	MUSIC	TALK	MIXED		

DISTRIBUTION (Methods and quantities)

EVALUATION PLANS (Description of method and proposed date for submission of findings)

ESTIMATED COSTS (Include after each figure "I" for "in-house" or "C" for "contract")			
RESEARCH (Include Federal Personnel costs) \$	WRITING (Include Federal Personnel costs) \$	ARTWORK \$	TYPESETTING \$
DUPLICATION/PRODUCTION \$	DISTRIBUTION \$	EVALUATION (Include Federal Personnel costs) \$	COST PER USER \$

CERTIFICATION FOR PUBLICATIONS		CERTIFICATION FOR AUDIOVISUALS	
ALTERNATE SOURCES		ALTERNATE SOURCES	
<input type="checkbox"/>	REVIEW OF EXISTING LITERATURE INDICATES NO PUBLICATION SERVES THE PURPOSE	<input type="checkbox"/>	MANDATORY TITLE CHECK (SF 282 attached) REVEALS NO EXISTING SUITABLE PRODUCT
<input type="checkbox"/>	THE ATTACHED PUBLICATIONS ARE SIMILAR BUT UNSUITABLE BECAUSE:	<input type="checkbox"/>	COMMERCIAL SOURCES HAVE BEEN CHECKED
<input type="checkbox"/>		<input type="checkbox"/>	EXISTING PRODUCTS ARE UNSUITABLE BECAUSE:
<input type="checkbox"/>		<input type="checkbox"/>	
PERIODICALS		PRE-PRODUCTION REPORT	
<input type="checkbox"/>	INFORMATION REQUIRED BY OMB CIRCULAR A-315 ATTACHED	<input type="checkbox"/>	FEDERAL AUDIOVISUAL PRODUCTION REPORT (SF 202) IS ATTACHED
<input type="checkbox"/>	OMB PERIODICAL CLEARANCE IS NOT APPLICABLE BECAUSE:	<input type="checkbox"/>	FEDERAL AUDIOVISUAL PRODUCTION REPORT (SF 202) IS NOT APPLICABLE BECAUSE:

APPROVAL OF HEAD OF SERVICE, STAFF, OR REGION	DATE
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	EXISTING PRODUCTS ARE UNSUITABLE BECAUSE:

PERIODICALS	PRE-PRODUCTION REPORT
INFORMATION REQUIRED BY OMB CIRCULAR A-315 ATTACHED	FEDERAL AUDIOVISUAL PRODUCTION REPORT (SF 202) IS ATTACHED
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