

Exhibit Production Authorization Request

INTRODUCTION

Completion of form DI-552 (Exhibit Production Authorization Request) is the first step in obtaining Departmental approval for the construction or purchase of an exhibit structure. Failure to submit a DI-552, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project

1. Subject of Exhibit. Check appropriate block for stock purchase or custom production.
2. through 8. Self explanatory.
9. How will project be financed? Include appropriation account number.

Section B - Cost Estimates

10. Estimated Project Costs - Estimate the entire cost of producing the exhibit. Include all applicable categories for contractor costs only.

Section C - Approvals

Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

SECTION A PROJECT	To: Director Office of Communications Office of the Secretary	Requesting Office	Date Submitted	
	Name of Contact & Title	Signature	Phone Fax	
	1. Subject of Exhibit <input type="checkbox"/> stock purchase <input type="checkbox"/> custom production <i>Include sketch or concept drawing and all text on separate sheet(s).</i>	2. Number of Units	3. Audience (technical, general, school, etc.)	
	4. How many persons needed for set-up and break-down?	5. Number of modules in exhibit Estimated weight in shipping containers	6. Shipping costs per 500 miles	7. Approximate Dimensions Width _____ Height _____ Depth _____
	8. Describe exhibit, show evidence and cost effectiveness analysis. <i>Use additional sheet(s) if necessary.</i>			9. How will exhibit be financed?
SECTION B COST ESTIMATES	10. Estimated Project Costs (Contractor Costs Only)			
	1. Planning/Design \$ _____	5. Audiovisual Components \$ _____ (DI-551 Required)		
	2. Construction Costs \$ _____	6. Other (specify) _____ \$ _____		
	3. Photographs \$ _____	_____ \$ _____		
	4. Typesetting Costs \$ _____	TOTAL ESTIMATED COSTS \$ _____		
SECTION C APPROVALS	BUREAU PUBLIC AFFAIRS DIRECTOR		BUREAU DIRECTOR	
	Date		Date	
	TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY		TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY	
	<input type="checkbox"/> Project Approved <input type="checkbox"/> Project approved with the following stipulation. _____ <input type="checkbox"/> Project Disapproved		<input type="checkbox"/> Project Approved <input type="checkbox"/> Project Disapproved <input type="checkbox"/> Comments	
	Signature	Date	Signature	Date