



Publication Planning Checklist

“If you fail to plan—your plan will fail”

<i>Yes</i>	<i>No</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Has publication been approved via the 3-550 process?
<input type="checkbox"/>	<input type="checkbox"/>	Has text been written and edited?
<input type="checkbox"/>	<input type="checkbox"/>	Does the publication meet USFWS Design Standards?*
<input type="checkbox"/>	<input type="checkbox"/>	Have photographs and illustrations been selected?
<input type="checkbox"/>	<input type="checkbox"/>	Have you created captions and photo credits for your illustrations?
<input type="checkbox"/>	<input type="checkbox"/>	If you are using copyrighted photographs, do you have written permission for their use in both the printed version, and World Wide Web version?
<input type="checkbox"/>	<input type="checkbox"/>	Does your publication require layout and design?
<input type="checkbox"/>	<input type="checkbox"/>	Do you need to meet with a Graphic Designer to discuss specific requirements?
<input type="checkbox"/>	<input type="checkbox"/>	Do you know the number of copies you'll need?
<input type="checkbox"/>	<input type="checkbox"/>	Have you included “stock copies” for the USFWS Publication Unit (100 copies) and Conservation Library (25 copies) at NCTC in this number?
<input type="checkbox"/>	<input type="checkbox"/>	Have you prepared your distribution list?

**Only a limited number of multi agency publications and publications produced with cooperating associations do not have to use the Service Design Standards.*