Cover
___ Is the current theme used (if applicable)?
___ Is the new/current college logo included/used correctly?

Body Copy
___ Does the copy address audience?
___ Are the benefits/values included?
___ Is there a call to action?
___ Is the college logo included/used correctly?
___ Is the ADA Accessible Facility tag included?**
___ Is the Affirmative Action statement included?*
___ Are the phone numbers correct?
   • Direct lines (978) 630-9EXT
   • Gardner, admissions (978) 630-9110
   • Leominster Campus & Corporate Training Center
     (978) 840-3221
___ Is the college address included?
___ Is the web address included: www.mwcc.edu?
___ Are all dates accurate? (check calendar)
___ Is a map or directions to the college needed and included?
___ Is copyright information included?
___ Are company/organization names correct/spelled correctly?

Program Information
___ Are the program names correct?
___ Are all the programs included?

Affirmative Action/Equal Employment Opportunity Statement
*Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.

or

Affirmative Action / Equal Employment Opportunity Institution or AA/EEO

Accommodation Statement
If you have a disability and may require accommodations in order to participate fully in the program, please contact ___________________________ to discuss your specific needs. In some cases, a two week notice may be necessary.

The blank line should contain the name of the person either running the program or the person receiving RSVPs who will be the contact for the program. Whomever is designated in that statement could then work with either Mike Sidoti or Heather March to potentially assist with the arrangement of accommodations.

NOTE: Accommodation Statement Required on Invitations

Invitations to events held at MWCC campuses must include the above accommodation statement. It may be easiest for these requests to be made to the person receiving RSVPs. For example:

Please RSVP to Susie Queue by January 15, 2003
(978) 630-9767; email: squeue@mwcc.mass.edu

Continued on reverse side...