Proof Approval for Publications and Advertisements

Name:_________________________________________________________

Date:_______________________Extension:__________________________

I have carefully reviewed the attached draft and verified the accuracy of the information including but not limited to:

☐ Dates, times, and locations
☐ Spellings of names
☐ Names of programs
☐ Professional titles
☐ Addresses
☐ Phone numbers and other contact information
☐ Descriptive information

The attached proof is:

☐ Approved
☐ Approved; with changes noted. (second proof not required)
☐ Not approved; changes noted must be reviewed. (second proof required)

NOTE: Major changes at this stage may delay the final delivery date (if publication), or placement date (if advertisement).

Signed:___________________________ Date:______________

Return to the Community and Foundation Development Office

☐ Anne Garber
☐ Nichole Moreau
☐ Ilene Lopez

No later than:_____________________________