

EOTA – Business Form



Document Title:
Materials Production Checklist

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Parent Document:
ISDP-002, Training Production Process

Notify of Changes:
ISD

Referenced Document(s):
ITTP-012 Graphic Design Support

Revision History:

Rev.	Description of Change
10_0630	Initial Release

NOTE:

The form listed below is intended to serve as an example for Materials Production. This form may be modified to accommodate specific course requirements. The date required and requestor fields must remain unchanged.

Materials Production Checklist for (List course name and number)

Comments	Status	Item
General		
	<input type="checkbox"/>	List of attendees for Formal Registration sheet
	<input type="checkbox"/>	Contents of instructor book in Word.doc or .pdf format
Student		
	<input type="checkbox"/>	Contents of student book in Word.doc or .pdf format
	<input type="checkbox"/>	Class schedule
	<input type="checkbox"/>	Student feedback forms
	<input type="checkbox"/>	Class roster
	<input type="checkbox"/>	Contents of supporting material
	<input type="checkbox"/>	List of tab titles
	<input type="checkbox"/>	Cover of book
	<input type="checkbox"/>	Spines
	<input type="checkbox"/>	If printing in house (Printing supplies)
Binding		
Quantity____	<input type="checkbox"/>	3-ring binder specify size (½", 1", 1½", 2", 2½", 3")
Quantity____	<input type="checkbox"/>	Coil binding
Quantity____	<input type="checkbox"/>	Comb bindings
Quantity____	<input type="checkbox"/>	Clear covers
Quantity____	<input type="checkbox"/>	Black vinyl back covers
Classroom Material		
	<input type="checkbox"/>	Name tags
	<input type="checkbox"/>	Name tag holders
	<input type="checkbox"/>	Name tents
	<input type="checkbox"/>	Name tent holders
	<input type="checkbox"/>	Certificates
	<input type="checkbox"/>	Certificate holders
	<input type="checkbox"/>	Information for additional classroom support material (ex. Posters)

Specify date required: _____

Requestor: _____