PROPOSAL BRIEF FOR PUBLICATIONS AND AUDIOVISUALS

INSTRUCTIONS: A Proposal Brief for Publications and Audiovisuals must be completed for any planned project for developing a publication or audiovisual and coordinated with the Publications Division (XSP) or other designated approving authority. See ADM 1035.6B. Complete this form on a typewriter.

ORIGINATING OFFICIAL							TELEPHONE NO.			CORRES. SYMBOL		
PROP	OSED TITLE OR	SUBJECT								I		
JUSTIF	FICATION (need	for product and bene	efit to agency ar	nd Federal Government)								
	· ·	·										
READE	ERSHIP/AUDIEN	CE (site, location, w	hether GSA, Fe	deral, or public)								
USEFL	JL LIFE											
	ESS THAN ONE		NE TO FIVE YE	ARS OTHER (E	xplain)							
	DESCRIPTION OF PROPOSED PUBLICATION					DESCRIPTION OF PROPOSED AUDIOVISUAL						
	PAMPHLET		воок			FILM 16mm 35mm						
	PERIODICAL		POSTER			VIDEOTAPE (Inches wide)						
	BOOKLET		OTHE	OTHER		SLIDE						
	NEW		REVISED			SLIDE/SOUND						
NO. OF	D. OF PAGES NO. OF COLORS		5	NO. OF COPIES		AUDIO- TAPE		MUSIC		TALK	MIXED	
DISTR	IBUTION (Metho	ds and quantities)				1		1				
EVALL		Description of mothe	ad and proposed	d data for submission of findir	200)							
EVALU	IATION PLANS (Description of metho	ou and proposed	d date for submission of findir	igs)							
		ESTIM	ATED COST	S (Include after each fig	ure "l" fo	or "in-house	" or "C	" for "cont	ract".)			
RESEARCH (Include Federal Personnel costs) WRITING (Include Federal Personnel costs)						RK			· ·	SETTING		
\$			\$		\$	\$						
DUPLICATION/PRODUCTION			DISTRIBUTIC)N	EVALUATION (Include Federal Personnel costs) COST PER USER							
\$ CERTIFICATION FOR PUBLICATIONS					\$ CERTIFICATION FOR AUDIOVISUALS							
ALTERNATE SOURCES					ALTERNATE SOURCES							
REVIEW OF EXISTING LITERATURE INDICATES NO PUBLICATION					MANDATORY TITLE CHECK (SF 282 attached) REVEALS NO							
	SERVES THE PURPOSE					EXISTING SUITABLE PRODUCT						
	THE ATTACHED PUBLICATIONS ARE SIMILAR BUT UNSUITABLE BECAUSE:					COMMERCIAL SOURCES HAVE BEEN CHECKED						
						EXISTING PRODUCTS ARE UNSUITABLE BECAUSE:						
PERIODICALS					PRE-PRODUCTION REPORT							
	INFORMATION REQUIRED BY OMB CIRCULAR A-315 ATTACHED					FEDERAL AUDIOVISUAL PRODUCTION REPORT (SF 202) IS ATTACHED						
	OMB PERIODICAL CLEARANCE IS NOT APPLICABLE BECAUSE:					FEDERAL AUDIOVISUAL PRODUCTION REPORT (SF 202) IS NOT APPLICABLE BECAUSE:						
							E BECA	USE:				
APPROVAL OF HEAD OF SERVICE, STAFF, OR REGION									DATE			

SEE REVERSE FOR RECOMMENDATIONS AND APPROVAL BY THE ASSOCIATE ADMINISTRATOR FOR PUBLIC AFFAIRS, PUBLICATIONS DIV.