Publications Committee Submission Form

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| DIRECTIONS:   1. Before using this form, ensure the director and chair overseeing the program have reviewed the document(s) you are submitting and that dates/time/locations and pricing are accurate. Review the style guide. 2. Submit your document as [PROGRAM/EVENT] draft. For example: Annual Meeting agenda 2024 draft. You may use one submission form for several related documents. The submission form file name should echo the document name and end with pub sub, for example Annual Meeting agenda April 2024 pub sub. 3. Email this form and your documents to publications@33rdpta.org, president@33rdpta.org, evp@33rdpta.org, leadership@33rdpta.org, the chairman of the event, and the director for the event. 4. The committee will return the edited document(s) along with this form. Follow the directions listed in the committee’s section in red below. Final documents will be emailed to the contacts listed below in the red section.   Published documents including those from National PTA or a state PTA will not be edited; however, they will be checked for proper citation of the source. |

SeImagection Below to be Completed by the Director

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| Program Name: Click or tap here to enter text.  Date of the Event: Click or tap here to enter text.  Date needed back from Pubs: Click or tap here to enter text. |  |
| Submitter’s Name & Title: Click or tap here to enter text. | |
| Name of Document(s): Click or tap here to enter text. |  |
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| Will you be submitting this document for posting on the website? ☐(yes) ☐(no)  Notes or Special Instructions to Publications Committee here (expanding space):  Click or tap here to enter text. | |

Section Below to be Completed by the Publications Committee

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| ☐ Nothing to fix or consider. |
| ☐ Mandatory corrections; review and accept the changes. |
| ☐ Questions or recommended changes; consider before finalizing your document. Click or tap here to enter text. |
| ☐ Special comments from Publications:  Click or tap here to enter text. |

🔥 Section Below to be Completed as a Final Step by Submitter 🔥

☐ Accept or make the grammatical and spelling changes in the file.

☐ Review the suggestions and comments in the file and also in the Pub Sub. Consider making suggested changes.

☐ Delete all comment balloons or highlighted comments.

☐ If applicable, turn off the editing mode/Track Changes.

☐ Save the document with FINAL in the file name instead of "pubs edit"

☐ Send an email with all final docs to the emails listed below. Subject line should clearly state program name.

Submitter -- Send final documents to:

publications@33rdpta.org, president@33rdpta.org, evp@33rdpta.org, leadership@33rdpta.org, pta33rd@aol.com, AND the director and/or chairman of the program.

Questions? Email publications@33rdpta.org.