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| VETTING SESSIONS | Between May 23-25, May 30 |
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Step 1: Drafts for Review (Content Teams/Team Leads) May 21-28

- a) Create a master list (Word document) of all files that require printing and review. Place this document in the Dropbox folder titled "2012 SI DUPLICATING" along with the files.
- b) Each Content Team will place their draft items to be printed or created into the Dropbox folder titled *DRAFTS* for your area by 4:00pm the day following your vetting session. All files should be labeled: LASTFIRST_CONTENTAREA_TITLEOFDOC_SI2012. *This includes all files on the master list.
- c) Mock up a Duplicating Request Form for each file placed in the Dropbox. Submit forms to Kristin Siemek, 1st Floor, kristin.siemek@dpi.nc.gov.

PLEASE NOTE: "Drafts" include all powerpoint presentations, posters, PDF or Word handouts, charts, booklets, or other media that requires printing. Please be mindful that all requests must be completed and submitted for review within the timeframe above; which includes items that are developed by the Graphics department. Those items are also included in the review process.

Step 2: Editing Review (Mary Mertz) as received, between May 24-31

- a) Once the file is in the *DRAFTS* folder, the editing review begins. As items are completed, they are moved over to the *FINAL* folder. All *FINAL* folder items should have a matching Duplicating Request Form that will be attached to the file and sent for approval no later than May 28. DO NOT MAKE ANY CHANGES TO THE DOCUMENTS IN THE FINAL FOLDER.

PLEASE NOTE: Editing includes formatting issues, correcting grammatical errors and style and font consistency. If there is a question that requires context, the person who is listed in the file name will be contacted.

Step 3: Approval to Print (Kristin/Lynne) as received, between May 25-31

- a) Duplicating Request Forms must be signed by Lynne (or her designee) before printing begins. Kristin will attach the file/document to the Duplicating Request Form and submit for approval.
- b) Once approved, items will be sent to Duplicating.

PLEASE NOTE: Kristin is the point of contact for Duplicating; send all correspondence regarding a duplicating request through her.

Step 4: To DUPLICATING (Kristin) as received, between May 29-June 1

- a) Duplicating will generate a PROOF for review. Once proof is approved, final printing begins.

Step 5: Proofing (Kristin/Content Team Lead or Designee) week of May 29-June 1

- a) Duplicating will generate a PROOF for all items before final printing is done.
- b) Kristin will return proofs to each area's Program Assistant to give to the person who will be approving the proof. The person who is listed in the file name for sign-off is expected to INITIAL the FORM AND THE PROOF and the Program Assistant should give the final proof back to Kristin within two (2) days of delivering the proof to the Program Assistant. *If proof is not returned within two days, the Program Assistant (and the Director or designee) will be contacted.

Step 6: DUPLICATING FINAL (Kristin) as received, between June 4-8

- a) Proofs are returned to Duplicating for final printing, based on the Duplicating Request Form.
- b) Items will not be picked up individually. You will receive all of your items at one time (Prep Week).

Step 7: Pickup/Jobs Complete (Kristin/Savon) week of June 11-15

- a) Duplication (and supplies) will all be available for pick-up the week of June 11-15. *More information forthcoming on this process.