

Marketing Materials Copy Approval Form

Project name: _____ **Deadline:** _____

Part A: Marketing Materials Coordinator

- Meets Objectives of Brief Appropriate Imagery/Photography Spelling/Grammar
 Tone and Voice Appropriate Key Messaging Complies with UNE Visual Guidelines
 If an IPM Project (a) UNE owned (b) third party owned (c) joint arrangement Cricos Provider Code

Signature: _____ Date: _____ Proof No. _____
Comments: _____

Part B: Project Owner (name and ext.) _____

Approved: As is with requested modifications See email attached
Signature: _____ Date: _____ Proof No. _____
Comments: _____

Part C: Information Integrity Officer, Student Centre (verify Student Centre content)

Name and ext. _____

Approved: As is With requested modifications Not applicable
Signature: _____ See email attached Date: _____ Proof No. _____
Comments: _____

Part D: Marketing Programs Manager (strategic oversight / student recruitment materials)

Approved: As is With requested modifications Not applicable
Signature: _____ See email attached Date: _____ Proof No. _____
Comments: _____

Part E: International Office (compliance with ESOS / Higher Education Act)

Name and ext. _____

Approved: As is With requested modifications Not applicable
Signature: _____ See email attached Date: _____ Proof No. _____
Comments: _____

Part F: Brand Officer

Approved: As is With requested modifications Correct logo(s)
Signature: _____ See email attached Date: _____ Proof No. _____
Comments: _____

M&PA Director (Review strategic / MPA materials/)

Approved: As is With requested modifications Not applicable
Signature: _____ See email attached Date: _____ Proof No. _____
Comments: _____

Part G: Marketing Materials Coordinator (or deputy)

OK to Print **Proof No:** _____ **Date:** _____
Name: _____ **Signature:** _____