

# Product of a Task Force Form

Task Force \_\_\_\_\_ Chair \_\_\_\_\_ Date \_\_\_\_\_

## Part I

### A. Type of Product

- Survey  Tutorial Paper  Technical Paper  Workshop  
 Media Package (brochures, etc.)  Progress Report  Convention Presentation

Authors \_\_\_\_\_

Purpose of Product \_\_\_\_\_

Target Audience \_\_\_\_\_

### B. Format

- Written Report  Audio Visual  Brochure  
 Workshop (include brochures)  Speakers \_\_\_\_\_

### C. Distribution

- Direct Mail  Convention  Submit to *TEIAS*  Website  
 Submit to *Communicologist*  Public Information Exhibit (PIE)

### D. Content (please attach a rough draft of the content of this product)

## Part II

A. Funding Estimated cost \$ \_\_\_\_\_ \*If workshop, itemize (printing, mailing, etc.) on a separate page.

B. Fee Will a fee be charged for the product?  Yes  No  
Proposed fee \$ \_\_\_\_\_

### C. Disposition of product:

- Task Force  State Office  Resource Library  
 Publication  Other \_\_\_\_\_

## FOR EXECUTIVE BOARD USE ONLY: Product of Task Force Comment and Approval Form

I A. Idea  Approved  Not approved reason \_\_\_\_\_  
B. Format  Approved  Not approved reason \_\_\_\_\_  
C. Distribution  Approved  Not approved reason \_\_\_\_\_  
D. Content  Approved  Recommend changes (see below)

- 1.
- 2.
- 3.

Comments:

II A. Funding  Approved  Not approved reason \_\_\_\_\_  
B. Fee  Approved  Not approved reason \_\_\_\_\_  
C. Disposition  Approved  Not approved reason \_\_\_\_\_

III Board Approval  Approved  Not approved (If not approved, recommended changes below)

- 1.
- 2.
- 3.