

Faculty Proofreading Approval Form 2006-2007

Given to _____ date _____

Concert _____ date _____

Proof 1 Due Date to bring to the PR Office _____

Please proof the attached program and make any changes on the piece itself. Sign and date next to the appropriate action and return to the public relations office, room 219-A, or PR mailbox.

I have carefully proofread the attached program and

- I authorize printing of it with **no changes**. _____
signature and date
 - I authorize printing of it **reflecting my changes**. _____
signature and date
 - I request a **second proofreading**. _____
signature and date
-
-

Proof 2 Due Date to bring to the PR Office _____

This is your final proof. Please check everything carefully and make any changes on the program. Sign and date next to the appropriate action and return to the PR office room 219-A or mailbox.

I have carefully proofread the attached program and

- I authorize printing of it with **no changes**. _____
signature and date
- I authorize printing of it **reflecting my changes**. _____
signature and date

We must have all corrections at the PR office at least one week before the concert date or there will be no guarantee that the program will be ready for the concert.
