

PROGRAMS AND SERVICES  
GRAPHICS

Procedures for Interaction With Other Departments

Budget Planning

At least 4 weeks prior to the submission of proposed budgets to the Executive Office, the Communications Department shall provide a print project document to each department director for review. The document must be updated to reflect anticipated projects, brief descriptions of those projects and projected distribution dates. Based on the updated print project document, the Communications Department will forecast production costs.

To the extent possible, the Communications Department will develop and maintain an Association-wide chart of projects planned for the fiscal year.

Consultation/ Production Planning

To establish a production schedule, project coordinators will contact the Communications Department no later than eight weeks prior to a project's distribution date.

The Communications Department will distribute a project schedule form, including all deadlines agreed to by the project coordinator and the graphics manager. The project schedule form will be sent to all parties involved in writing, editing, production, review and distribution.

The Communications Department will identify vendors and secure bids for each project.

The Communications Department is responsible for formulating a design(s) which adhere to the established NJSBA brand and apply accepted professional standards of practice. Conflicts over branding and design will be referred to the Director of Communications.

Quality Control

The Communications Department will provide editing and proofreading of all print projects (with the exception of books). It will also maintain editorial control over print production. Originating departments will verify accuracy of both original copy and edited copy and will assist with proofreading. The time needed to exercise quality control procedures will included in the production schedules.

Scheduling

Six- to eight-weeks of lead time is required for projects needing graphics assistance. Project scheduling is contingent on other projects that are already in progress.

Failure to meet scheduled timelines, or additional reviews beyond the number established in the original project schedule, could conflict with other projects already in progress or those scheduled to follow. In such cases, the

PROGRAMS AND SERVICES  
GRAPHICS

Director of Communications will consult with the appropriate department director and, if needed, the Executive Director, to exercise one of two options: change the delivery date or accept late delivery; or secure freelance help or additional staff time to be charged to the project account.

Procedures for Interaction With Other Departments (continued)

Manuscript

Originating departments will appoint a project coordinator who will ensure accuracy of information, conduct initial proofreading and complete other quality control efforts prior to submission of the manuscript to the Communications Department. Failure to do so could extend project completion timelines. For print publications other than books, the Communications Department will provide additional copyediting and proofreading services.

Location of manuscripts for publication should be e-mailed to the Manager, Graphic Design or the manuscript should be sent as an attachment to the e-mail.

A quality control form will accompany all review materials and must be filled out and initialed by the project coordinator at each phase of review. Final sign-off by the originating department's project coordinator is required before the files can be sent to the print vendor. Author's alterations to the print vendor's proof (also called "bluelines") will result in additional costs not reflected in the purchase order, could exceed the project budget and delay delivery/distribution.

Purchase orders

The Communications Department will submit a purchase order request via e-mail to the Manager, General Operations. The quote sheet, backup materials (when applicable) and signed purchase order will be submitted to Finance and Operational Services Department and to the appropriate department.

Upon project completion, the final print invoices and any other graphics-associated invoices will be reconciled against the purchase order, initialed by the Manager, Graphics Design and submitted to Finance and Operational Services for payment. In the event of a discrepancy, the invoice will be forwarded to the project coordinator with an explanation of the discrepancy. The project coordinator will review the invoice and, upon department approval, the invoice will be submitted for payment.

Budget transfers must be requested through the department director.

Archives

All graphics-assisted projects are periodically backed up to the server from each Apple Macintosh work station and the desktop folder on the H drive. Both the Apple work stations and the Desktop folder are periodically burned to DVD and labeled accordingly. The DVD's are stored in the Communications Department.

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

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PROGRAMS AND SERVICES  
GRAPHICS

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