## **New Publications/ Audiovisual Request Form**

**Agency**: Use this form to request publications (books, booklets, brochures) or audiovisual items (DVDs, CDs) to be produced by Eastern National. Send this form to the Principal Office by October 15th. Requests will be reviewed for their interpretive importance and economic potential. Parks will be notified in February if a project has been approved. The PDF version of this form is available at www.EasternNational.org/regional.aspx. Call the Eastern National Publications department with any questions: (215) 283-6900.

Title of New Publication/Product:	ă-						
Park/Site:	Contact Person and Title						
Telephone:	Fax:			Email:			
Type of New Project: □ Audio/\	/ideo/CD/ DVD	🗆 Book/ Booklet	🗆 Folder	Other			

**Product Description:** Please describe the new project you are looking to have produced. Include as much information as possible, for example: What age group are you trying to reach? Will the publication be in color or back and white? Will it have photographs, maps or illustrations? Will the park staff be involved in production or are outside sources needed?

Signature

Date

Note: To order new items such as pins, patches or other 3-d items, reprints or new framing prints, contact your regional manager.

Updated October 2018

## Side 2, New Publications/ Audiovisual Request Form

	To be completed b	y Regional Manager		
Pleas	e complete this form and send to the	Publications department by Octob	er 15th.	
Please provide your comments co	oncerning the requested new publica	tion and indicate if you approve it.	If you do approve it, the Publicatio	ns department
will obtain costs for the design, p	roduction and printing. Final approva	al for projects will be announced in	February. Please call the Publicatio	ns department
with any questions.				
Approved	Quantity P	equested		
	Quality N			
Regional Manager's Signa	ture		Date	
	To be completed by Pu	ublications Department		
Prepublication costs (editi	ng, manuscript costs, design,	typesetting, maps, art, phot	tos, etc.)	
Amount	What for?		/endor	
Amount	What for? What for?	١	/endor	
Inventory Costs (Printing,	duplication, manufacture, etc	2.)		
Vendor #1				
Quantity 1	Amount \$	Unit Cost \$	Est. Retail \$	
Vendor #1				
Quantity 2	Amount \$	Unit Cost \$	Est. Retail \$	
Vendor #1				
			Est Datail C	
Quantity 3	Amount \$	Unit Cost \$	Est. Retail \$	
Quantity 3 Comments	Amount \$	Unit Cost Ş	Est. Retail Ş	

Publication Manager's Signature

Date

For Office Use Only: 
□ Approved □ Not Approved Prepublication \$\_\_\_\_\_ Inventory \$\_\_\_\_\_