



Project Proofing Sheet

For project approval, fill out the section above the dotted line with information about your project. Submit the form to each required department for approval, then to the President's Office for final approval.

Project: _____ Departments: President McAllen
 Contact: _____ Academics Operations
 Deadline: _____ Medium: Print Online Other: _____
 Purpose: _____
 Audience: _____ Copies: _____

Name: _____		Date: _____	
	Approved	Corrections Needed	
Spelling & Grammar	<input type="checkbox"/>	<input type="checkbox"/>	_____
Readability & Design	<input type="checkbox"/>	<input type="checkbox"/>	_____
Branding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments: _____			

Name: _____		Date: _____	
	Approved	Corrections Needed	
Spelling & Grammar	<input type="checkbox"/>	<input type="checkbox"/>	_____
Readability & Design	<input type="checkbox"/>	<input type="checkbox"/>	_____
Branding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments: _____			

Name: _____		Date: _____	
	Approved	Corrections Needed	
Spelling & Grammar	<input type="checkbox"/>	<input type="checkbox"/>	_____
Readability & Design	<input type="checkbox"/>	<input type="checkbox"/>	_____
Branding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments: _____			

President: _____		Date: _____	
	Approved	Corrections Needed	
Spelling & Grammar	<input type="checkbox"/>	<input type="checkbox"/>	_____
Readability & Design	<input type="checkbox"/>	<input type="checkbox"/>	_____
Branding	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments: _____			