

Publication and Distribution Request

Organisation Name:	
Program/Project:	
Date request received:	
Proposed date for publication:	
Deadline for HWQld approval:	
Title of material:	
Type of publication:	<input type="checkbox"/> Media Statement <input type="checkbox"/> Marketing and promotional collateral <input type="checkbox"/> New resource materials <input type="checkbox"/> Research papers and publications <input type="checkbox"/> Other <i>Please specify:</i>
Was there third party involvement in the development of content, illustrations or images?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide description of third-party involvement and any licensing arrangements if applicable:</i>
Identified in annual media, marketing and communications strategy:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Hard copy or electronic publication:	<input type="checkbox"/> Hard Copy <input type="checkbox"/> Electronic <input type="checkbox"/> Both
Rationale for publication:	<i>How does this help achieve your program or communication objectives?</i>
Quantity of publication to be produced:	
Proposed distribution approaches or channels:	
Target Audience:	
Material for review attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Author approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <i>If yes, who from?</i>
Ethics approval:	<input type="checkbox"/> Yes

	<input type="checkbox"/> No <input type="checkbox"/> Not Applicable <i>If yes, who from?</i>
Materials for review comply with Health and Wellbeing Queensland Brand Guidelines:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, why? Please specify.</i>
Appropriate consent for any images used:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If not, why? Please specify.</i>
How will you measure reach:	<input type="checkbox"/> Number distributed <input type="checkbox"/> Publication circulation numbers <input type="checkbox"/> Event attendees or registration <input type="checkbox"/> Website hits <input type="checkbox"/> Other <i>Please specify:</i>
Return template and attachments to:	Health and Wellbeing Queensland PO Box 1419, Milton Qld 4064 Email: contracts@hw.qld.gov.au

*Copies of all final materials must be provided to Health and Wellbeing Queensland as outlined in the [Media, Marketing and Communications Process](#).