

<b>Office/Department/Area</b>	<b>Date</b>
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**Supervisor/Manager**

**Assets**

#	Title/Description	Type	Last Review/ Update	Not finalized, needs significant changes.*	Finalized, upon minor changes in notes.	Finalized, no changes needed.
1		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		web / print		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes (please indicate asset #):**

  
  
  
  
  
  
  
  
  
  

\*Upon receiving this form, if there are assets that are not finalized, Communications and Marketing will set up a follow-up meeting to further review and update webpages and/or print materials.

By signing below, you are indicating that you have reviewed your area's assets for this calendar year and will contact Communications and Marketing if changes are needed to any of the assets above OR if your area needs assistance with additional assets. Please go to <https://internal.redwoods.edu/communications> to review Communications & Marketing Procedures and Deadlines.

<b>Supervisor/Manager Signature</b>	<b>Date</b>
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*Top copy - Return to Communications & Marketing; Bottom copy - Keep for your records*