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**Information and Education Branch**

**Please leave blank**

Date received:

Product assigned to:

Date completed:

**Product request form**

Please email forms with completed Part A as well as the content or Objective reference to BCpublications@dmirs.wa.gov.au

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| **PART A – PLANNING** |
| **Content owner** | Name       | Branch       |
| **Initial approval** | Manager       |
| **Product title**  |       |
| **Communications plan** | [ ]  Yes, please assist  |
| **Type of product**   | [ ]  Website change or addition[ ]  Publication (fact sheet, flyer, poster) [ ]  Industry bulletin [ ]  Form [ ]  Technical note[ ]  Article (news, newsletter, magazine) | [ ]  Media statement[ ]  Survey[ ]  Images required [ ]  Powerpoint presentation[ ]  Front of House training[ ]  Other:       |
| **Date required** | Date      /     /     Reason for deadline       |
| **Product content** | [ ]  New product: Attach word document or email dot points or content.[ ]  Existing: Attach existing product with changes marked up. |
| **Target audience**(tick all relevant) | [ ]  BC staff [ ]  Consumers [ ]  Builders [ ]  Building surveyors [ ]  Painters [ ]  Plumbers [ ]  PAs/LGs [ ]  Industry associations [ ]  AdjudicatorsOther:       |
| **Contact for FOH** |       |

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| **PART B – FINAL APPROVAL (TO BE OBTAINED AFTER ACTIONING PART A WITH COMMS TEAM)** |
| **Content owner** | Name       | Signature      | Date      |
| **Manager** | Name       | Signature      | Date      |
| **Legal**  | Name       | Signature      | Date      |
| **Director**  | Name       | Signature      | Date      |
| **Commissioner**  | Name       | Signature      | Date      |