

All printed materials for the University of Arkansas Community College at Batesville – both materials printed in-house and those materials printed off campus – (i.e. postcards, flyers, brochures, schedules and booklets) should be sent to the Marketing Coordinator for approval prior to distribution.

Persons responsible for developing information for printed materials should contact the Marketing Coordinator to establish a timeline for the project. Two to three weeks should be allowed for in-house printing and six to 12 weeks should be allowed for off-campus printing. The amount of time for off-campus printing will depend on what stage of design the project is in when it is submitted to Marketing Coordinator. The Marketing Coordinator will collaborate with the Assistant to the Chancellor regarding printed materials when deemed necessary. Printed materials must comply with Amendment 54, ARKANSAS COMPETITIVE BIDDING FOR PRINTING CONTRACTS.

Adopted: April 30, 2002

Revised: August 25, 2003
November 21, 2006
August 3, 2009
January 29, 2016