HOW TO PRODUCE A FUNDRAISING EVENT JOURNAL

	ADS	VIP BIOS	OTHER	
DESIGNER	sends ad specs to organization	requests bios + photos from VIPs	sends all other content to designer: welcome message	PREPARE/ COLLECT/ WRITE CONTENT
ORGANIZATION	sends specs to sponsors		event program organizational information/mission	
SPONSORS VIPS	send ad art to organization*	send bios + photos to organization	board list(s) sponsor list(s) other	
ORGANIZATION	sends ad art to designer	sends bios + photos to designer		
DESIGNER	places/formats ads	formats VIP bios	formats other content	DESIGN/ FORMAT/ PREP ARTWORK
DESIGNER	formats all content into a single document and preps for production			AKTWOKK
PRINTER ORGANIZATION	prints and delivers to client	formats ppt for on-site display	programs and posts to website	PRINT/ FINALIZE JOURNAL
	PRINT JOURNAL DONE	DISPLAY JOURNAL DONE	ONLINE JOURNAL DONE	

^{*}Don't be suprised if a number of ads do not meet the specs. Prepare to go back to your sponsors to request revised ad artwork.