



**EDUCATIONAL/PROMOTIONAL MATERIALS REVIEW FORM**

**All materials developed or purchased using First 5 Yolo funding or supporting any First 5 Yolo funded program must be reviewed prior to dissemination.**

Instructions: This form must accompany newly developed/reprinted educational/promotional materials. Please submit materials and form to your contract monitor for review prior to its dissemination and before production. Please be sure that your materials reflect accurate and up to date content prior to submission. Please check off the appropriate box for each question.

Date:

Contract Number:

Agency Name:

Telephone Number:

Contact Person:

Fax:

Email:

1. Title of Material: \_\_\_\_\_

2. Type of Material:

- Brochure/Pamphlet
- Curriculum
- Fact Sheet
- Newspaper Article
- Website
- Other (specify): \_\_\_\_\_

- Newsletter
- Poster/Flyer
- Draft Script
- Video, including pre-approved script

3. Language:       English                       Spanish                       Other: \_\_\_\_\_

4. Goal and Objective of your SOW that this material addresses: Goal \_\_\_\_\_, Objective \_\_\_\_\_

5. How will this material be used?

- Background information/research
- Staff training
- Other (specify): \_\_\_\_\_
- Professional Resource
- Consumer education

6. Consumer target audience(s): describe, including age, ethnicity, gender: \_\_\_\_\_

8. Was this material pilot tested with the target audience you are trying to reach?

- Yes, describe pilot: \_\_\_\_\_
- No (explain): \_\_\_\_\_

9. How will you evaluate the effectiveness of this material?

\_\_\_\_\_

10. Has this material been:

Approved by agency head

11. If this is a written consumer piece: Reading grade level: \_\_\_\_\_

12. Does this material contain current and appropriate:

First 5 Yolo Logo/Acknowledgement

13. Additional notes:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FOR FIRST 5 YOLO USE ONLY – DO NOT WRITE IN THIS SECTION**

Date Received:

Date Reviewed:

Status:

Approved

Denied, explain:

Requires Revisions, explain:

Notes: