

The development of Extension marketing communication publications is a complex process. There are many things to remember to include in publications that will help to ensure excellence. The Civil Rights Publication Protocol checklist should be considered as a means to ensure excellence and standardization in publications produced.

**Checklist
USU Extension
Civil Rights Publication Protocol**

The publication/communication piece has been reviewed for:

√	<input type="checkbox"/>	Content accuracy	Date _____
√	<input type="checkbox"/>	Spelling accuracy	Reviewer _____
√	<input type="checkbox"/>	Grammar usage	
√	<input type="checkbox"/>	Extension public web site address is included	
√	<input type="checkbox"/>	Office telephone numbers and point of contact information	
√	<input type="checkbox"/>	Non-sexist language and images	
√	<input type="checkbox"/>	Inclusiveness tone is communicated	
√	<input type="checkbox"/>	Inclusion of the ADA checkbox statement, if necessary	
√	<input type="checkbox"/>	Proper and appropriate civil rights statement is added	
√	<input type="checkbox"/>	USU Extension logo identification is included	