



SILVICULTURE

Review of Communications Projects

The checklist overleaf should be initiated at the project planning stage by the specialist responsible for the project.

- For all **public** or **mixed audience** projects, contact Public Affairs Branch (7-5255) prior to project inception. Consult with the manager responsible for the type of product you intend to produce, as shown on the attached list.
- When planning **new training** initiatives, contact the Training and Extension Section to ensure coordination with related initiatives within Silviculture Branch and the Ministry.
- Attach a copy of the completed checklist to the final draft for the **Director's initials**.
- Prior to printing of all **new publications**, reports, forms, etc., call Forms Management at Technical and Administrative Services Branch (7-5494) to obtain an FS number.
- Arrange **initial distribution** through Queen's Printer (7-3309) wherever possible, with subsequent distribution through Technical and Administrative Services Branch for all documents having FS numbers.



Province of
British Columbia

Ministry
of Forests