OPACE Communications Product
and
Visual Aids Request Form

Has your project concept been approved by your Assistant Administrator?
If not, please request a consult to help you structure the product for approval.

☐ Yes ☐ No

1. Project leader:	2. Project leader's email: *(Example: someone@usda.gov)*
3. Project leader's phone number:	4. Project due date:

5. Please indicate the type of product you would like created: *(Note that OPACE will discuss the project with you and may advise you that another product will be more effective in obtaining your goals and in the timeframe needed. Examples of products include publications, fact sheets/information sheets, recruitment, or educational campaigns. Examples of visual aids include graphics, infographics, photo requests, motion graphics, videos, etc.)*

DRAFT

6. Describe your project: *(Please explain what you hope to accomplish with your project, the audience, your messages, and the desired outcome.)*

Submit your request to   designfeedback@usda.gov.

We will respond to your submission within two business days and will work to set up a meeting to discuss your request. If you have questions or concerns, please reach out to the Director and Deputy Director of CPAS.