

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **PUBLICATIONS AND GRAPHICS STANDARDS (GI-050)**
Contact: Marketing and Community Relations; Ext. 7088

Marketing and Community Relations is responsible for producing a myriad of college publications. These include, but are not limited to, the following:

- Annual academic catalog
- Quarterly credit and non-credit class schedules
- Commencement and other ceremony programs/invitations
- Program and services brochures
- View book
- Student handbook
- Presentation folders
- Invitations and announcements for special events
- Press releases
- Banners
- Posters
- Postcards
- Flyers

Marketing and Community Relations can assist with design and printing of other college publications, marketing tools and communication devices. Procedures for Marketing and Community Relations services are available on the college Web site at www.roguecc.edu/CommRel. Also available at this site is a copy of the department's print-job request form.

In most cases, payment for design services and printing is required by the division/department requesting the project. Contact the director or department secretary (Ext. 7304) for more information.

If you plan to produce your own printed materials promoting an RCC-sponsored event, class, workshop or activity, and if that publication will be distributed to students or other district patrons, please follow the RCC Publications and Graphic Standards at www.roguecc.edu/CommRel.

For information regarding **Public/Media Relations and College Spokesperson**, see AP 046. For information regarding **Advertising**, see AP-002.