

APOST Communication Request Form

Today's date _____

Requested publication date _____

Contact Information

Submitter name _____	Subcommittee or Group _____
Work phone _____	Email _____

Submission of this form is required for all requests for AASHTOWare Project or APOST communication.
For any questions, please email odoteconstruction@odot.state.or.us.

Project Distribution

Promotional Needs:

- Bulletin blast (internal)
- Short article for Inside ODOT
- Review of report/documents
- Other: _____

- Newsletter (external)
- Review of PowerPoint

Target Group(s):

- My subcommittee
- Global (all ODOT)
- Other: _____

Contractors

Project Details

Communication Request Forms need to be received at least 10 days before date of the communication.

Include all the details you would like to present in your promotion, including dates, times, locations and contacts. Attach a small .png or .jpg photo as needed. Wording may be adjusted for grammar, spelling, available space and style. We will review documents, reports and PowerPoint presentations for readability and ODOT branding. You will be given an opportunity to proof before publication if time allows.

Subject (Title): _____

This box can hold up to 500 characters.

All communication will be subject to approval before publication.

The Communications Team will carefully select which articles will appear in newsletter.
Approval or rewrite requests will be notified by email with comments.

Contact the Communications Team by email at odoteconstruction@odot.state.or.us.

Approved _____
Approver's Initials/Date

Rewrite or more information required

Please contact the Communication Team