

PAStart Media Request Process

A Timeline of Production



1

Submit Media Request Form

On the PASTop website, submit a formal request for customized materials development. A confirmation response will be returned in one or two business days.



2

Meet With The Creative Team

PASTop Coordinator will facilitate a time to discuss details of media campaign, design needs, budget and time frame with the creative team. A meeting date will be scheduled within one week.



3

Send Logos, Contact Info & Content

Send any information requested, including logos in required format for best reproduction quality. A one-week turnaround is best to prevent delays in materials development schedule. If content is needed for any items, we will set that timeline at this point.



4

Review/Revise Materials Proof

The creative team will send a quote and prototypes of materials requested to the client and garner feedback and/or approvals. A fully developed and accepted proof will take 1-2 weeks.



5

Approve Media Materials

Once costs and final designs are acceptable, provide a written approval to the creative team, permitting them to proceed with the order.



6

Production of Materials

The creative team will send the order out for production. Delivery times vary with items, depending on third party vendors and supply chain.



7

Receive Materials

Notify the coordinator that items have arrived.



8

Complete Evaluation

A member of the PASTop Evaluation team will reach out to collect data on the media campaign results.