Registration Forms Best Editing Practices

Facilitator and creative director:
Determine proofing timeline and final approval date. Proofing timeline generally consists of reviewing three sets of proofs within three proofing deadlines.

- Proof 1/2/3 edits are due by (day, date) by (time – usually 10 a.m./Noon)
- Facilitator will review (accept/deny changes) by (day, date) by (time – usually Noon/5 p.m.)

Creative director will prep files for upcoming year including:

- Editing annual dates and save new native/working files
- Save and label proofing files appropriately
  - i.e. Part IA_proof 1 | Part IA_4K_proof 1 | Part IB_Dane_proof 1
  - Save files as PDF files
- Upload all the necessary files to the appropriate SharePoint Group
  - Create upcoming year's folder if necessary
  - Create Registration Forms Folder – upload here
    - Create a Previous Proofs folder to archive proofs throughout the process
    - Create Word "Sister Proofing Documents" for each PDF proof (grouping alike forms)
      - File name: Proof IA's_proofing document | Part IB's_proofing document
- Notify Facilitator when files are ready for group's review

Notify the proofing group:
Facilitator will email the proofing group with the proofing timeline details as mentioned above and any notes.

Making edits/comments/additions:

- Proof 1/2/3
  - Edits are entered into the specific "Sister Proofing Document"
  - Initial each edit, comment, addition, so there can be follow up if necessary
- Facilitator will review (accept/deny changes) by (day, date) by (time – usually Noon/5 p.m.)
  - Accept: turn change request green or mark approved with facilitator initials/name
  - Deny: turn change request red or mark denied/not approved with facilitator initials/name
    - Make a note if necessary to explain why
- Please note: If you miss a proofing deadline, save your edits/comments until the next proofing round is ready for review.

Prepping proof 2, proof 3 Files:

- Creative director (CD) will review "Sister Proofing Document" files and make approved changes in native/working files.
- CD will mark change made—initials in the "Sister Proofing Documents" for each approved edit
- CD will save files (…_proof 2) and upload files to SharePoint Group.
  - Will move previous roofs to the correct folder
- CD will respond to facilitator's original email to notify everyone the next round of forms is ready for review
  - Remind the group of the next proofing round

Final Files
Some forms may require a final last look, this happens by email and generally includes a select group of people, as this is just to confirm final appearance looks good.