

Title: WISDOM Program Design Procedure

Approved: Henry Zondervan
(Superintendent)

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(Date)

Referenced Documents:
WISDOM Design Policy

A. Procedure

1. Staff should create a list of design tasks that need be completed for planned events, camps, workshops, or website projects being undertaken. Staff must provide dimensions and describe applications for the requested designs, indicating whether they need to be printed or used digitally. Staff must submit design task list to the Division Manager for approval.
2. Staff will not send design projects to the designer until all requests and requirements are approved and text edited by the Division Manager.
3. A list of posters, signs, schedules or any other work required must be submitted to the designer a minimum of 2 weeks before they are needed.
4. Requirements for design projects and required content must to be near completion before being sent to the designer desktop@wisdomhomeschooling.com.
5. Staff must ensure required supplies are available for all print design requests.