



# EDITORIAL CHECK-IN FORM

Date: \_\_\_\_\_ Sales Rep: \_\_\_\_\_

Advertiser/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Magazine(s): \_\_\_\_\_ Issue: \_\_\_\_\_

Size: \_\_\_\_\_ Color: \_\_\_\_\_

## 1 WHAT TYPE OF ARTICLE IS IT?

- Inner Beauty                       Coastal Condo Living
- Outer Beauty                         Coastal Custom Builders
- Other: \_\_\_\_\_

## 2 ARE THERE ANY CONTRACTUAL AGREEMENTS?

1. Special placement \_\_\_\_\_  
\_\_\_\_\_
2. Any additional promises \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3 WHAT ARE THE DETAILS OF THE ARTICLE?

1. Do we need to schedule a photo shoot?  yes    no
2. Images/pictures provided?  no    yes
4. Does the article need to be posted on the web?  yes    no
5. If yes, what website(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDIT / ART DEPT USE ONLY:**

FEATURE NAME: \_\_\_\_\_  
\_\_\_\_\_

WRITER ASSIGNED:  
\_\_\_\_\_

DATE: \_\_\_\_\_

PHOTOGRAPHER ASSIGNED:  
\_\_\_\_\_

DATE: \_\_\_\_\_

1. IS THE TEXT APPROVED BY THE CLIENT?  no    yes

2. OR, DOES A PDF NEED TO BE EMAILED?  
 no    yes

	HOLLY	ANN
PROOF 1		
PROOF 2		
APPROVAL		