******

**COPY & DESIGN DECK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COPY DECK | **CLIENT** | TMOW | **CLIENT POINT PERSON** | HP |
| **PROJECT #** | TMOW\_SLK\_0002(Delivery Cheat Sheet)\_230224\_P |  |
| **REF. PROJECT #** | 20\_0146\_004\_VOL\_V |  |
| **REP. PROJECT #** | 20\_0146\_004\_VOL\_V |  |
| **OBJECTIVE** | Serve as a comprehensive guide of how to deliver TMOW |  |

***PRINT PRODUCTION SLUG (how to print – send to*** ***PrintShop@Tabitha.org*** ***or related vendor)***

|  |  |
| --- | --- |
| **MARKETING OWNER:** | Hannah Polacek |
| **DATE REQUESTED:** |  |
| **QUANTITY TO PRINT:** |  |
| **PORTRAIT/LANDSCAPE:** | Portrait |
| **FLAT DIMENSIONS:** | 8.5”W x 11”H |
| **FOLDED/TRIMMED DIMENSIONS:** | N/A |
| **FOLD/BINDING TYPE:** | N/A |
| **STOCK/SUBSTRAIT:** | External SLK paper |
| **PRINT COLOR/BW:** | Color |
| **# OF SIDES:** | Two-sided |
| **SPECIAL INSTRUCTIONS:** | N/A |
| **COLOR PROOF** *(Y/N)***:** | N |
| **DELIVER TO/DEPT:** |  |
| **DELIVERY DUE DATE:** |  |

***TOOL BOX SLUG (instructions on how to load into Marketing Tool Box)***

|  |  |
| --- | --- |
| **LOAD – YES/NO:** | Y |
| **REPLACING PROJECT #:** | 20\_0146\_004\_VOL\_V |
| **PROJECT #:** | TMOW\_SLK\_0002(Delivery Cheat Sheet)\_230224\_P |
| **TITLE:** | Tabitha Meals on Wheels Cheat Sheet |
| **SIZE/DIMENSIONS:** | 8.5”W x 11”H |
| **USAGE:** | Educate & serve as a guide on how to deliver for TMOW |
| **AUDIENCE:** | TEAMembers, Volunteers |
| **NOTES/SPECIAL INSTRUCTIONS:** | (Anything to assist in order process) |
| **PRINTSHOP INSTRUCTIONS:** | *PULL PRINT INFO FROM PRINT SLUG ABOVE* |

FORM\_COPY DESIGN DECK\_220607

**Note instructions /design notes in bold green, actual copy in B&W)**

***COPY DRAFT***

**Hi Kaylie!**

**Could you help us update this form and make it a little more visually appealing? I know it’s wordy, but it needs a bit of a makeover!**

**Here are the only changes I have – the rest of the copy can stay the same:**

* **Remove third check mark** “Clock in when you arrive. Your code is \_\_\_”
* **Change copy on second check mark from the bottom of p1:** RETURN ROUTE SHEET AND COOLERS to Tabitha Meals on wheels office when you have finished delivering your route.
* **Change copy on last check mark from the bottom of p1:** If you have any questions or concerns, call the Tabitha Meals on Wheels office at 402.486.8589.
* **Please replace the map on the back with our latest TNRC map that we worked on together** -- [G:\MC\2022 PROJ\TAB\Print\_P\22\_0290\_MAP(Lincoln Parking Map)\_TAB\_P](file:///G%3A%5CMC%5C2022%20PROJ%5CTAB%5CPrint_P%5C22_0290_MAP%28Lincoln%20Parking%20Map%29_TAB_P)
* **Please adjust copy on back:**

Tabitha’s main campus is located at 4720 Randolph St.

The Tabitha Meals on Wheels entrance is located on the northwest side of the building:

* + Enter parking lot from 46th St. or J St. (blue lot by area “6”)
	+ Look for the BLUE Tabitha Meals on Wheels awning or designated Tabitha Meals on Wheels Volunteer parking

**If any copy needs to be shortened or adjusted otherwise, I trust your judgment. Thanks for your help!!**