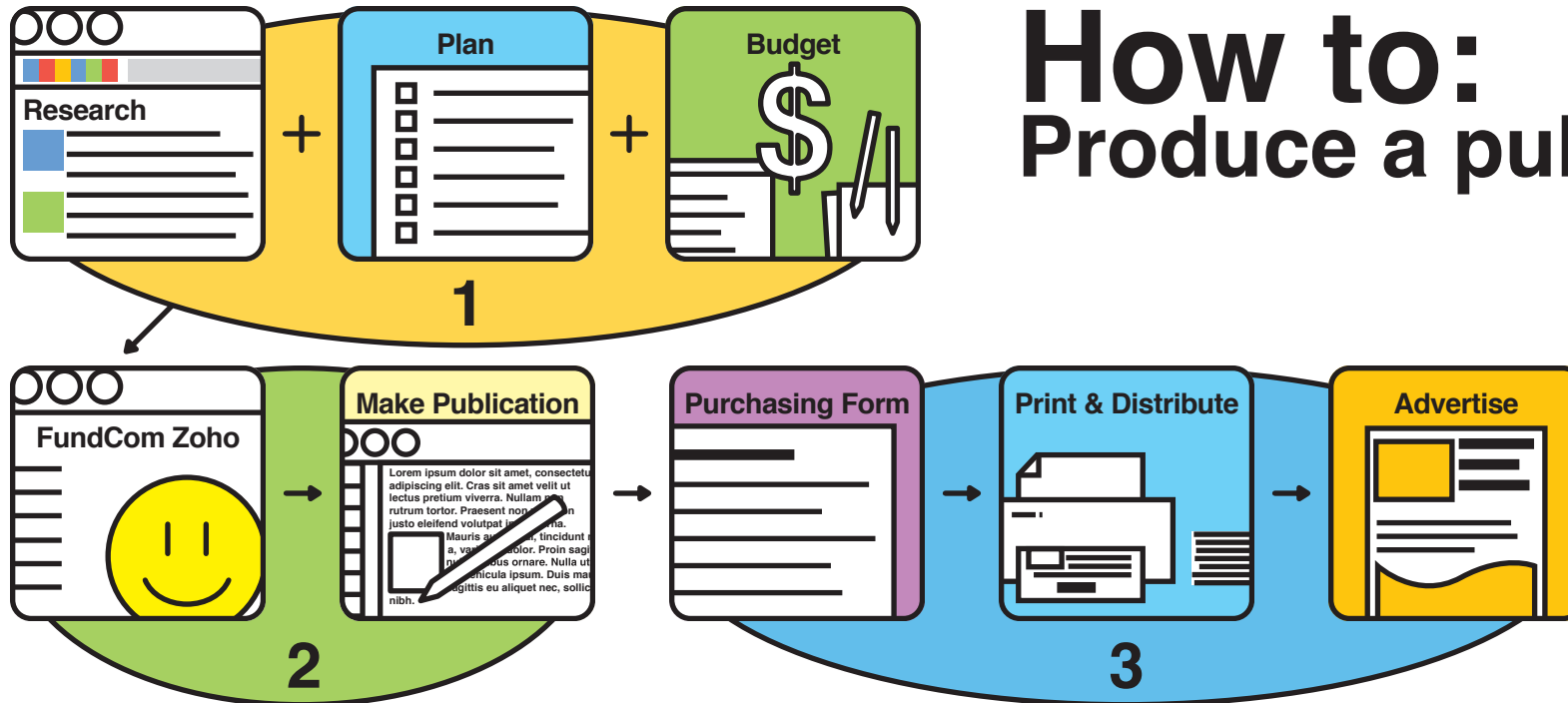


# How to: Produce a publication



**1. Plan, research, and budget.** What is your publication going to be? What kind of content do you want to curate, create, and share? Is there already a publication on campus dedicated to this kind of content? Create a timeline for the development of the publication, a plan for distribution (how many copies are you printing? How will readers get a copy?), and imagine who your projected audience will be.

**2. Request funding and get to work.** Once you have a clear plan and budget for your publication, submit a request to FundCom through Zoho, and start laying out the publication. There are a number of ways to make a publication, but it's important to work as a group, either to collect content and put it all together later, or to make the whole thing together in group meetings.

**3. Get it out there!** Once your funding request has been approved, get your publication printed. If you're using the Duplications office on campus, you can just pay with your student group account number. If you're using an off-campus printing company, you will need to fill out a purchasing form and set up an appointment with CLA staff to use a purchasing card. Once you've got printing figured out, start enacting your plan for distributing copies and advertising! If you're going to make it a regularly recurring publication, now is also the time to start gathering new content for the next issues, and revisiting your production plan.