Print Form

Minnesota Farm Bureau®
Farmers • Families • Food

Procedures for Public Relations Team Services

1. Determine the project you need assistance from the PR team. Think through all of the details and make sure there is enough funding and time to complete this project. *(Note: All printed items need 2 weeks for printing and shipping. At least one additional week is needed for PR team work).*

2. Thoroughly and accurately complete the "Request for Public Relations Team Services" form and attach all necessary information needed to complete the project (pictures, verbiage, etc.). Incomplete applications will not be considered.

3. Send the completed form and all attachments to Kristin Harner, Public Relations Director, at kharner@fbmn.org or mail to 3080 Eagandale Place, Eagan MN 55121.

4. A member of the PR Team will contact you with questions regarding the project or when they have begun to work on it. **Please respond to emails promptly.**

5. Final approval is needed from you before the item goes to print. The items will be shipped directly to the county unless noted otherwise.

6. For a project through the Federation, bills will come on county billings. For a project through the Foundation, an invoice will come directly from the Foundation.

7. The PR Team has Madsen Ink assist with some layout and design projects, specifically related to Minnesota Farmers CARE projects. If she is used for your project, her time will also be added to your bill. It is usually around $60 per project.

Thank you for your cooperation!

Questions? Please contact:

Kristin Harner	or	Pam Dahlman
Public Relations Director		Support Staff
651-768-2118		651-768-2117
kharner@fbmn.org		pamela.dahlman@fbmn.org

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Request for Public Relations Team Services

Please fill out completely. Incomplete applications will not be considered.

Contact Name: _____ Contact County: _____

Contact Email: _____ Contact Phone: _____

Today's Date: _____ Date Item(s) is Needed: _____

(Note: All items need two weeks for printing and shipping. At least one additional week is needed for PR team work.)

Information Needed

Size and Type *(ex. 8x4 foot banner, 6.5 foot pull-up, 11x8.5 tri-fold brochure)*: _____

Material/Medium *(ex. Vinyl matte, 80# paper)*: _____

Quantity: _____

Finishing Needs *(ex. Sewn edges, grommets along top and bottom, folded, bundled in groups of 100)*:

_____

What will this be used for/where will this be used? _____

Sketch of layout: ___ Horizontal ___ Vertical

*(**BE SPECIFIC**. Attach high-resolution copies of all photos and exact verbiage for any copy used. Please note that the PR Team has full discretion to modify the final layout, including but not limited to adding proper logos and contact information. Final approval from the contact/county will be received before the item goes to print.)*

Logos needed for this item: ___ Minnesota Farm Bureau Federation ___ County Farm Bureau
___ Minnesota Farm Bureau Foundation ___ Minnesota Farmers CARE
___ Minnesota Soybean Research & Promotion Council
___ Facebook ___ Twitter ___ YouTube ___ Flickr

How this project will be funded: ___ Bill to county ___ Farm Bureau Bucks ___ Ag Promotion Grant ___ P&E Grant
___ Other: _____

Return completed form to Kristin Harner, Public Relations Director, kharner@fbmn.org or 3080 Eagandale Place, Eagan MN 55121