

Sending Your Document to the Office of Public Affairs

How to work with the DGS Office of Public Affairs to polish, perfect and beautify your document

Before your document is seen by the director, deputy directors, the public, the Legislature or other government officials

Contact Public Affairs

1 Meet with at least one member of OPA to review:

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- Purpose of the document.
 - The intended audience.
 - Timeline for completion, accounting for revisions from others.
 - Estimated length of the content.
 - Whether you need proofreading or help writing the material.
 - Whether you would like design services.

2 To stay on track with the timeline:

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- Follow the DGS Writing Style Guidelines.
 - Use plain language understandable to the average reader.
 - Send documents to OPA according to schedule.
 - Verify facts, figures and numbers (OPA will proofread the rest).
 - Keep other reviewers on schedule.
 - Obtain all approvals before sending document to OPA.
 - Compile all edits into a single draft that you send to OPA.
 - Notify OPA of any delays ASAP.
 - If design is needed, meet with OPA's designer to convey your vision.

3 To ensure the design process runs smoothly:

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- Ensure all text is approved and edited before it goes to design.
 - Once design is complete, OPA will review the document once more.
 - If you need printed copies, contact the Office of State Publishing for an estimate.