

## **CHECKLIST FOR COMPILING AND PUBLISHING A PARENT CYBER SAFETY BROCHURE**

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- Preparing the Brochure
  - Determine what information to provide about the cyber safety
  - Establish a theme for the brochure
  - Create a working production schedule or timeline
  - Establish a printing budget and get cost estimate and work samples from different printing companies
  - Make a rough draft of important information and design ideas
  - Prepare content in order of appearance on the brochure, such as what will appear on the front, inside and back
  - Proof read all content for grammatical errors
  - Add photos or clip art
  - Get opinions from faculty and parents
  - Make final revisions
  - Send brochure to the printer
  - Establish means of distributing the brochure and identify places where it could be made available to parents indefinitely
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