

December 2009

TO: PRSSA Chapters
FROM: PRSSA National Committee
RE: **FORUM**



Each year, a PRSSA Chapter is selected to produce *FORUM*, PRSSA’s national newspaper, and a member of that Chapter is designated editor in chief. Your Chapter is invited to submit a proposal to produce *FORUM* during the 2010-2011 academic year. Submit the intent-to-bid form below to PRSSA Headquarters by Feb. 3, 2010. The editor in chief, and if possible a few other members of the production team, must present a proposal to the National Committee at the National Assembly, March 11–14, 2010.

The *FORUM* editor in chief is also responsible to attend three National Committee meetings during his or her term. PRSSA will pay transportation costs and cover some meals. The Chapter is responsible for other costs, including hotel fees.

Producing *FORUM* requires dedication, attention to detail and expertise in publication production. Read the enclosed material carefully and discuss the possibility with your Advisors and Chapter members. If you have questions, contact current Editor in Chief Patrick Hernandez, prssaforum@gmail.com, or PRSA Director of Education Jeneen Garcia, jeneen.garcia@prsa.org.

We hope you’ll consider this opportunity for you and your Chapter.

Dates to Remember:

- Feb. 3, 2010 Intent-to-Bid form due to PRSSA Headquarters
- Feb. 17, 2010 Two copies of proposal due to PRSSA Headquarters
- March 11, 2010..... Presentation to National Committee at National Assembly in Austin, Texas

FORUM INTENT-TO-BID FORM

Yes, the _____ Chapter of PRSSA will would like to present a proposal to produce *FORUM* for the 2009-2010 school year.

We understand that the proposed Editor in Chief must present the proposal to the PRSSA National Committee Thursday, March 26, 2009, at the PRSA National Assembly in New Orleans.

Signature of Editor in Chief Candidate

Signature of Faculty Advisor

A confirmation will be sent to the Faculty Advisor and the editor in chief candidate.

Proposed Editor in Chief Information

Name _____ E-mail _____

Address _____

Telephone () _____ Fax () _____

Return this form by Feb. 3, 2010 to
PRSSA FORUM, 33 Maiden Lane, 11th Floor, New York, NY 10038-5150

FORUM

Background Information

FORUM is published three times per school year: fall, winter and spring. Copy includes several regular and editorial columns such as National Event Updates, Around the Nation and National Committee Plans. Most stories should pertain to national Society matters and member professional development.

PRSSA Headquarters funds the publishing (approximately 10,000 copies) and mailing of *FORUM*, and keeps the mailing lists. Copies are sent to Headquarters, the National Committee and all Chapters.

Editorial Policy: The editorial policy is to remain the same and be printed in every issue:

“*FORUM* is published three times per school year for members, Advisors and Champions For PRSSA. As the Society’s primary publication, *FORUM* seeks to provide readers with information relevant to professional development and PRSSA.”

Deadlines: Since the information in *FORUM* is often time-sensitive, *FORUM* must be mailed to Chapters within a specific timeframe. Therefore, adherence to deadlines is mandatory.

Advertising: You are strongly encouraged to seek advertisements for *FORUM*. The income generated from advertising may be used for additional pages in *FORUM*, a better grade of paper or additional color pages. PRSSA will provide rates and specifications for ads.

Contents of the Proposal

Submit *FORUM* bids by e-mail to jeneen.garcia@prsa.org by Feb. 17, 2010. Include:

- **The Intent-to-Bid Form**
- **Samples of the Chapter’s work** — include newsletters, brochures, fliers or materials created for agency work that demonstrates Chapter’s experience and style.
- **Chapter’s production resources** — include design or desktop publishing software, computers, printers, scanners or any other resources that will save time and money.
- **Editor in Chief Biographical Form**
- **Production schedule** — propose copy, editing, production and distribution deadlines for each issue. Contact PRSSA Headquarters at leah.elison@prsa.org with scheduling questions.
- **A letter of support from your Faculty Advisor**

Selecting the Winning Bid

Chapters will present their *FORUM* proposals Thursday, March 26, 2009, at the PRSSA National Assembly at the Embassy Suites Hotel New Orleans to the PRSSA National Committee. The Committee will select one Chapter and approve one Editor in Chief to publish *FORUM*.

Criteria for selecting the winning bid:

- Organization and professionalism of the proposal
- Chapter’s capabilities and resources
- Samples of the Chapter’s work
- Experience of proposed Editor in Chief

- Creativity

FORUM

Editorial Staff Descriptions

Editor in Chief

The editor in chief position requires a significant time commitment and access to design tools during the summer. Responsibilities include but are not limited to:

- Maintaining AP Style, enforcing production schedules and adhering to the budget
- Supervising the managing editor in coordinating and designing individual pages
- Evaluating copy and art work for appropriateness and newsworthiness
- Conferring with the National President and PRSSA Headquarters regarding policy
- Coordinating advertising with circulation/advertising manager
- Taking “minutes” at all National Committee meetings

The following are suggested positions to help your Chapter produce *FORUM*.

Managing Editor

Responsibilities include but are not limited to:

- Assisting the Editor in Chief with determining editorial content, story assignments and layout
- Approving headlines, photo captions and copy submitted by staff
- Approving completed pages submitted by staff

Layout Editor

The Layout Editor should understand well design software and the production process. Responsibilities include but are not limited to:

- Preparing all photos, graphics and art work for publication
- Assisting the Editor in Chief with page layout

Copy Editor

Responsibilities include but are not limited to:

- Editing all copy for accuracy, grammar and AP style
- Submitting all copy for final approval
- Assisting Editor in Chief with recruiting writers from various PRSSA Chapters

Photo Editor

Responsibilities include but are not limited to:

- Generating and managing photo assignments
- Collecting and ensuring proper attribution of photos
- Assisting staff photographers

Circulation/Advertising Manager

Responsibilities include but are not limited to:

- Working with National Committee and PRSSA Headquarters to secure advertising
- Obtaining Chapter address lists from PRSSA Headquarters

FORUM
EDITOR IN CHIEF BIOGRAPHICAL FORM

Name _____ E-mail _____

Address _____

Phone (____) _____ Fax (____) _____

School _____ Year in School _____

Expected Graduation Date _____ Cumulative GPA _____

Experience in PRSSA on Chapter and National levels:

Related experience outside of PRSSA:

Reason for applying:

Faculty Advisor's Signature Chapter President's Signature

Editor in Chief Candidate's Signature