**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes: Distribution**

*Directions: Consider the following aspects of the distribution process. What are some important factors that staffs need to consider? How does each represent an opportunity to create a positive publications image? What kinds of problems can occur?*

|  |  |  |  |
| --- | --- | --- | --- |
|  | *What are some important factors that staffs need to consider?* | *How is this an opportunity to create a positive publications image?* | *What kinds of problems can occur?* |
| Planning |  |  |  |
| Distribution Event |  |  |  |
| Providing opportunities for audience critique and feedback |  |  |  |
| Making corrections |  |  |  |
| Responding to criticism |  |  |  |
| Limiting disruption of the school environment |  |  |  |

In your opinion, which of these aspects provides the greatest challenge for a staff?

In your opinion, which of these aspects provides the best opportunity to create a positive publications image?