

## Visibility item request process – SPEEA Committees

Requests for “new” items have a multi-step review and approval process through the SPEEA Communications Department and the Executive Board.

- 1) Visibility item suggestions are reviewed by SPEEA Communications to ensure proper branding and conforming to policy.
- 2) Item is submitted to the SPEEA Executive Board Communications Committee for approval.
- 3) Item goes to the Executive Board Finance Committee to determine availability of funds.
- 4) Full Executive Board votes on the purchase.
- 5) SPEEA Communications Department works with vendor to supply proper artwork and place order.

### **SPEEA visibility items are:**

- Made in U.S.A. or Canada
- Manufactured by union-represented employees
- Carry a union “bug”

## Committee requests –

While a formal process does not exist, committees looking to purchase and use new items will have the best chance of success by following general guidelines:

- Talk with SPEEA Communications about what is presently in stock and available.
- Committee members with ideas for items that have not been used before should do initial research for availability and cost. (Manufacturers will usually need to be called and asked specifically about where the item or its parts are made, assembled and then printed. Ask if all or any phase of the process is performed by union-represented employees.
- Discuss the idea and your findings with SPEEA Communications. Be prepared to discuss the use for the item and quantities needed.
- SPEEA Communications will confirm research, get cost estimates, and bring proposal to the Executive Board Communications Committee.
- Executive Board Communications Committee members may have additional questions for the committee. E-Board Communications will then rule on the request and forward to the E-Board Finance Committee and full E-Board for funding consideration.
- SPEEA Executive Board acts on the formal motion to purchase.
- If approved, SPEEA Communications will contact the vendor for artwork specifications; prepare the artwork with the proper logo, colors and use of SPEEA logo before placing the order.

Committees should allow approximately four to six weeks from funding approval to delivery of the requested item.