What to do after submitting the GENERAL REQUEST Form

1. Once you submit the GENERAL REQUEST form, you will be emailed a PDF confirmation – as will the person or department responsible for doing the work.

2. Once a PDF is received, those responsible will upload it to the appropriate CHANNEL in the Request Team and will create the needed tasks & assignments (see chart below).

3. If you have turned on your notifications for channels that relate to you, you will receive confirmation that your request has been translated into tasks.

4. Those involved will use Teams to ask or answer questions, provide more info, etc – this way everything to do with a project will be available in one place.

Here is a quick guide to where the various parts of the request forms will be uploaded in Teams:

REQUEST TYPE	CHANNEL	WHO UPLOADS PDF	WHO ASSIGNS TASKS
New Campaign/ Promo Request	Promos MC Pledge Edit List Membership Pledge	Heather Dalton	Heather Dalton Chris Elle or Shari Elle or Shari
Graphics Request (On-Air / Digital)	Graphics	Heather Dalton	Heather Dalton
Graphics Request (Print/ Misc)	Graphics	Pam	Pam
Existing Spot Request	Promos MC Pledge Edit List Membership Pledge	Heather Dalton	Heather Dalton Chris Elle or Shari Elle or Shari
All Website Requests	Website	Julie	Julie
Email Request	Email	Julie	Julie
Social Media Request	Social Media	Pam	Pam
Source Code Request	Source Code	Susie	Susie

Reminders:

- Turn on your notification for each channel in the Request Team that relates to you.
- Similar tasks can be gathered into BUCKETS for clarity or organization.
- The PBS12 Repository will be used for historical spots.
- Editors will need to add review links to final spots in their corresponding tasks.
- Editors will need to make sure you meet with your producer on spots.