

P1. Partners will share the production schedule of all printed materials featuring BU courses including prospectuses. BU can then contribute to the design process and make amendments within reasonable timescales before giving approval

- The Partner should email the BU Marketing & Communications team with production schedule/s as early in the cycle as possible (even if they are provisional dates) to partners@bournemouth.ac.uk
- The Partner, in collaboration with BU, will agree reasonable timescales for presentation of the materials to BU. This would usually be one month prior to the print deadline for prospectuses.
- The Partner should clearly indicate which pages or specific content that needs to be proofed.
- BU Marketing & Communications team will proof all relevant content
- The Partner must ensure that BU Marketing & Communications has sign-off on relevant areas before the materials go to print.
- The Partner are requested to send BU Marketing & Communications copies of printed material (including prospectuses) to be kept on file (for audit purposes):

Printed Materials should be sent to:

Corporate Marketing and Liaison Manager

Studland House | 12 Christchurch Road | Bournemouth | BH1 3NA

Email: partners@bournemouth.ac.uk