**Quality Control Process for Meeting Exhibits:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Project Name] [Meeting Name and Date]** | | | | |
| **Exhibit Name** | | | | |
| **Q/C Action** | **By Whom** | **When** | **Identified Issues Resolved (Yes / No)** | **Project Manager Notified (Yes / No)** |
| Is the **Name of the Project** on the project and spelled correctly, including any **logos.** |  |  |  |  |
| Is the **Spelling and Grammar** correct? |  |  |  |  |
| Is the **Data** correct? Is the Data displayed correctly for the **audience**? |  |  |  |  |
| Are the **Proper Names** (people, places, things) correct? |  |  |  |  |
| Has the appropriate **Alliance Template** been used? And, is the **Formatting** correct? |  |  |  |  |
| Is the exhibit **Visually Appealing** (spacing, colors, etc.)? |  |  |  |  |
| Is there any **slang or offensive language** in the exhibit? |  |  |  |  |
| Is the **Translation** completed, if necessary? |  |  |  |  |
| Is the Exhibit **Dated** and have appropriate **Disclaimers**, e.g. DRAFT, Interim Product, etc.? |  |  |  |  |
| Is the **Client’s and the Prime’s name and logo**, if appropriate, on the exhibit? |  |  |  |  |
| Is **Alliance’s name and logo**, if appropriate, on the exhibit? |  |  |  |  |
| Is the **Print Out** of the exhibit correct, e.g. spacing issues, words cut off, etc.? |  |  |  |  |
| Have the exhibits been transferred to a **PowerPoint Slide**, if appropriate? |  |  |  |  |
| Have the FINAL electronic copies as used in the meeting been placed in the correct folder **ON THE SERVER**, and marked as such? |  |  |  |  |
| **Final Read-Through** by PM or Project Principal (for PM created the exhibit) completed? |  |  |  |  |