**Before Completion**

1. What are your expectations of this document?
2. How do you envision the finished project?
3. How do you want this document to be used?
4. Describe the users of this documents. (We know they will be volunteers but how d
5. How often would you like us to update you with progress?
6. Can you think of any problems or concerns we might encounter over the course of completing this document?
7. What format do you see being created? (e.g., brochure, map fold, pocket fold)
   1. How will it be folded? (manually or by machine?)
8. Are there any designs or design elements that you want to see in this publication?
   1. Color scheme
   2. Typefaces
   3. Logos
   4. Images
   5. New designs
9. Are there any phrases or keywords you would like us to include in the document?

**After Completion**

1. Are you pleased with the finished product?

**Questions for Us**

1. Who is the target audience?
2. What is the message?
3. What are the design specifications of the project?
4. What is the budget?
5. Should we include contact information

**Notes**

Volunteers (Education & Rehabilitation)

Document will be a safety guide/reference material

Should include:

* + Raptor handling
  + Knot tying
  + Orphan care

Brochure printing folds (<http://www.imindyourbusiness.com/service_brochure.html>) 🡨 Good examples

* 10-page document (double-accordion fold):
  + http://designpink.com.au/folding-types-explained/
* 16-page document (parallel booklet):
  + http://designpink.com.au/folding-types-explained/
* The Eight panel Parallel Fold/8-page Map Fold
  + http://sealevelservices.com/exploring-the-different-types-of-brochure-printing-folds/
  + http://famosa.com.my/images/Fold%20web/12%203%20Folds%20-8%20pages%20Parallel%20Map%20Fold%20copy.jpg