1. What are your expectations of this document?

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1. How do you envision the finished project?

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1. How do you want this document to be used?

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1. Describe the users of this documents. (We know they will be volunteers but how d

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1. How often would you like us to update you with progress?

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1. Can you think of any problems or concerns we might encounter over the course of completing this document?

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1. What format do you see being created? (e.g., brochure, map fold, pocket fold). How will it be folded? (e.g., by hand or by machine?)

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1. Are there any designs or design elements that you want to see in this publication? (e.g., color scheme, typefaces, logos, images, or new designs?)

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1. Are there any phrases or keywords you would like us to include in the document?

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1. Other notes:

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Brochure Fold Options:

* I created examples of the following fold options so that Liz can see her options in person:
  + 6 Page Trifold
  + 8 Page Parallel Map Fold
  + 8 Page Right Angle Fold
  + Z-Fold with Angled Trim
  + 10 Page Parallel Accordion Fold
  + 16 Page Parallel Booklet

Paper Size Options

* I didn’t get this far, but we can discuss our options later. I think the paper size will depend on the fold option that is chosen.

Online Examples of Folds

* <http://www.imindyourbusiness.com/service_brochure.html>
* <http://www.designersinsights.com/designer-resources/learn-all-about-folds-how-to-use-them-creatively>