

St. Mary's College of Maryland
at Historic St. Mary's City

Office of Publications & Media Relations
Phone: 2141 Fax: 4999

MAILING APPROVAL

Step 1: The College mail room will not send out large office mailings (100 or more pieces) unless they have been edited and approved by the Office of Publications & Media Relations. This form is used for that approval and must be signed by the Office of Publications & Media Relations. The form is available at N:\Publications Office\Publications Forms\Mailing Approval" and on the web at www.smcm.edu/publications/Mailing_Approval.

NONPROFIT
U.S. POSTAGE PAID
LEONARDTOWN, MD
PERMIT NO. 10001

NOTE: Mailings of 200 or more pieces are required to mail as nonprofit permit mail. If your mailing has 200 or more pieces, call the Office of Publications & Media Relations (x2141) before you address your mail pieces.

Step 2: Attach a sample of the mailing to your completed mailing approval form when you send the job to the mailroom. Letter-sized envelopes do NOT need to be sealed but all other-sized envelopes DO NEED to be sealed before the mailroom will accept them. NOTE: the mailroom requires two days' notice for all mailings of 200 or more pieces. Call the mailroom at x3102 when you are preparing a large mailing.

Name of Individual Writer Responsible for this Piece:

Title of Mailing:

Originating Office/Individual:

Approximate number of receiving addresses:

Description of mailing list (prospective students, theater patrons, etc.):

Signature of Department Director/Chair:

Director/chair has approved content

Signature of Office of Publications Editor:

Editor has approved content

Editor has approved design (if applicable)
