

Product Information Form

This form provides information to the EERE [Product Governance Team](#) about publications, exhibits, logos, and templates developed and/or sponsored by EERE Offices. Please complete the form and email to ee.communications@ee.doe.gov. Learn about the entire [review process](#).

Product Name:

EERE Office:

EERE Office Requestor/Subject Matter Expert

Name:

Email:

Phone: - -

Lab Requestor (if applicable)

Name:

Email:

Phone: - -

EERE Office Communications Lead

Name:

Email:

Phone: - -

Lab/Contractor Communications Contact (if applicable)

Name:

Email:

Phone: - -

Date Submitted for Review

Final Production Date (if known)

Product Description

Describe purpose of product. Describe how EERE is the most appropriate organization to publish and distribute information.

Identify audience(s).

Describe how product will be distributed to your audience. (Ensure that distribution method is appropriate for audience.)

Describe product format (e.g., report, brochure, exhibit, logo, template etc.) and number of pages (if applicable).

If you are proposing a printed product, please explain if and how the content will be represented on the EERE website.

Designate which EERE identity applies to this product e.g., DOE, EERE Offices, EERE Subprograms such as Wind Powering America, Coalitions, Conferences, Partnerships and Initiatives, Competitions, Inter-Agency Partnerships. Refer to page 3 of the Identity and Design Guidelines .

If product is part of series, please describe series. If you are seeking blanket approval, please note that.

Describe how often product will be updated.

If product is a new logo or template, please describe why using existing identifiers, logos, and templates does not meet your needs.

Additional Submitter Comments (optional)
