



## **CHECKLIST for Draft Water Research Foundation CD-ROM PRODUCTS**

**NOTE:** Please plan on 3–4 weeks for Foundation Communications & Marketing staff to review and comment on the draft CD-ROM.

### **Submittals**

For the draft CD-ROM, please submit the following items whether or not the CD-ROM product will be packaged with a printed report. These items are in addition to the submittals listed on the “Checklist for Submitting Draft Report.”

- one copy of the draft CD-ROM
- installation instructions
- list of minimum system requirements
- name, phone number, and e-mail address of individual that C&M staff may contact about tech support issues

### **Water Research Foundation Contact**

Any questions or comments concerning this checklist should be directed to Adam Lang, Report Publishing Manager, at 303.347.6259 or <[alang@waterresearchfoundation.org](mailto:alang@waterresearchfoundation.org)>.