Exhibit Production Authorization Request

INTRODUCTION
Completion of form DI-552 (Exhibit Production Authorization Request) is the first step in obtaining Departmental approval for the construction or purchase of an exhibit structure. Failure to submit a DI-552, and obtaining authorization prior to beginning an audiovisual project is in violation of the Departmental Manual.

INSTRUCTIONS

Section A - Project
1. Subject of Exhibit. Check appropriate block for stock purchase or custom production.
9. How will project be financed? Include appropriation account number.

Section B - Cost Estimates
10. Estimated Project Costs - Estimate the entire cost of producing the exhibit. Include all applicable categories for contractor costs only.

Section C - Approvals
Obtain bureau approvals. Forward to the Office of Communications, Office of the Secretary for further review.

<table>
<thead>
<tr>
<th>To: Director</th>
<th>Requesting Office</th>
<th>Date Submitted</th>
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<tbody>
<tr>
<td>Office of Communications</td>
<td>Office of the Secretary</td>
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<tr>
<th>Name of Contact &amp; Title</th>
<th>Signature</th>
<th>Phone</th>
<th>Fax</th>
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SECTION A - PROJECT

1. Subject of Exhibit ☐ stock purchase ☐ custom production
   Include sketch or concept drawing and all text on separate sheet(s).

2. Number of Units

3. Audience (technical, general, school, etc.)

4. How many persons needed for set-up and break-down?

5. Number of modules in exhibit
   Estimated weight in shipping containers

6. Shipping costs per 500 miles

7. Approximate Dimensions
   Width
   Height
   Depth

8. Describe exhibit, show evidence and cost effectiveness analysis. Use additional sheet(s) if necessary.

9. How will exhibit be financed?

SECTION B - COST ESTIMATES

10. Estimated Project Costs (Contractor Costs Only)

<table>
<thead>
<tr>
<th>1. Planning/Design</th>
<th>$</th>
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<tbody>
<tr>
<td>2. Construction Costs</td>
<td>$</td>
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<tr>
<td>3. Photographs</td>
<td>$</td>
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<td>4. Typesetting Costs</td>
<td>$</td>
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<td>5. Audiovisual Components (DI-551 Required)</td>
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<td>6. Other (specify)</td>
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TOTAL ESTIMATED COSTS $ 

BUREAU PUBLIC AFFAIRS DIRECTOR Date BUREAU DIRECTOR Date

SECTION C - APPROVALS

☐ Project Approved
☐ Project approved with the following stipulation.
☐ Project Disapproved

Signature Date

TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY

☐ Project Approved
☐ Project Disapproved
☐ Comments

Signature Date