Form DI-552
(Rev.10/98)

U.S. DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY/OFFICE OF COMMUNICATIONS
WASHINGTON, D.C. 20240

# 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.
2. through 8. Self explanatory.
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.

**SECTION A PROJECT**

| To: Director<br>Office of Communications<br>Office of the Secretary | Requesting Office | | Date Submitted |
|---|---|---|---|
| Name of Contact & Title | Signature | | Phone<br>Fax |
| 1. Subject of Exhibit ☐ stock purchase ☐ custom production<br>*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 _____<br>Estimated weight in shipping containers _____ | 6. Shipping costs per 500 miles | 7. Approximate Dimensions<br>Width _____<br>Height _____<br>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)

| | | | |
|---|---|---|---|
| 1. Planning/Design | $ _____ | 5. Audiovisual Components (DI-551 Required) | $ _____ |
| 2. Construction Costs | $ _____ | 6. Other (specify) _____ | $ _____ |
| 3. Photographs | $ _____ | _____ | $ _____ |
| 4. Typesetting Costs | $ _____ | TOTAL ESTIMATED COSTS | $ _____ |

**SECTION C APPROVALS**

| BUREAU PUBLIC AFFAIRS DIRECTOR | Date | BUREAU DIRECTOR | Date |
|---|---|---|---|
| TO BE COMPLETED BY THE AUDIOVISUAL OFFICER OFFICE OF THE SECRETARY | | TO BE COMPLETED BY THE DIRECTOR, OFFICE OF COMMUNICATIONS OFFICE OF THE SECRETARY | |
| ☐ Project Approved<br>☐ Project approved with the following stipulation.<br>_____<br>☐ Project Disapproved | | ☐ Project Approved<br>☐ Project Disapproved<br>☐ Comments | |
| *Signature* | *Date* | *Signature* | *Date* |