

SUBMISSION FORM FOR THE DDP INFORMATION AND DESIGN REVIEW PANEL

All DDP programs and funded agencies must submit designed materials to the DDP Information and Design Review Panel (IDRP) that are educational or have a cost associated with them. Please find more information and answers to frequently asked questions on the IDRP process on [our website](#).

The review timeline for most materials is two business weeks.

If you are an internal DDP program your material may need additional internal leadership review. This will take an additional undisclosed amount of time (this does not apply to funded agencies unless you are requesting the use of the VDH logo on your materials).

Please submit the submission form (this form) with your document(s) attached via email to:

Chris Barnett, Public Relations Coordinator: christopher.barnett@vdh.virginia.gov

PROGRAM/AGENCY INFORMATION

DDP Program Funded Agency

If asking for reimbursement, which DDP contract(s) will be billed? _____

Which DDP contract administrator would receive the invoice? _____

Agency Contact: _____ Phone Number: _____

Email Address: _____

SUBMISSION INFORMATION

Title of Submission: _____

Date: _____

Purpose of submission (ad, social media, etc.): _____

Specific location content will be used (Grindr, Facebook, billboards in specific zipcodes, etc.):

Priority audience content was designed for (i.e. general audience, MSM, providers): _____

Additional comments on the purpose or use of the content that may help with review: