**Maine HIV, STD and Viral Hepatitis Program**

**Materials Review Submission Form**

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| Contact |  |
|  |
| Agency |  |
|  |
| Address |  |
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|  | City |  | State |  | Zip |  |
|  |
| Phone |  | FAX |  |
|  |
| Email  |  |
|  |

**Instructions:**

Complete all sections below. Submit one form per item. Attach a copy of the material being submitted for review.

Mail, fax or email media with this form to:

Jayson Hunt

Maine HIV, STD and Viral Hepatitis Program

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Key Bank Plaza SHS11

Augusta, Maine 04333

(207) 287-3498 (FAX)

Jayson.Hunt@maine.gov

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| --- |
| **I. JUSTIFICATION** |
|  |
| What is the purpose of this material? |
|  |
| How was the need for this material identified? |
|  |
| Did you field test this material with target population? |
|  |
|  | 🞏  | Yes | 🞏  | No |
|  |
|  |
| If so, what method did you use? |
|  |
|  | 🞏  | Focus group | 🞏  | Pilot |
|  | 🞏  | Interview | 🞏  | Other (please explain): |
|  | 🞏  | Survey |

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| --- |
| **II. DESCRIPTION OF MATERIALS** |
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|  |
| **A. Name of Materials:** |  |
|  |
|  |
| **B. Type of Materials:** |  |
|  |  |
|  | 🞏 | Brochure | 🞏 | Book |
|  | 🞏 | Audio/PSA | 🞏 | Webinar |
|  | 🞏 | Advertisement | 🞏 | Software |
|  | 🞏 | Curriculum | 🞏 | Workshop |
|  | 🞏 | Poster | 🞏 | Website |
|  | 🞏 | Video/DVD/AVI | 🞏 | Multimedia Campaign |
|  | 🞏 | Other (please specify):  |  |  |  |
|  |
|  |
| **C. Target Race/Ethnicity:** |
|  |
|  | 🞏 | White | 🞏 | Asian/Pacific Islander |
|  | 🞏 | African-American | 🞏 | Native American/Alaskan Native |
|  | 🞏 | Hispanic/Latino | 🞏 | Other: |  |
|  |
|  |
| **D. Target Age Group:** |
|  |
|  | 🞏 | <13 | 🞏 | Adult (25-54) |
|  | 🞏 | Adolescent (13-19) | 🞏 | Senior (55+) |
|  | 🞏 | Adolescent (20-24) | 🞏 | Other: |  |
|  |
|  |
| **E. Target Gender:** |
|  |
|  | 🞏 | Male | 🞏 | Transgender: Male to Female |
|  | 🞏 | Female | 🞏 | Transgender: Female to Male |
|  |
|  |
| **F. Target Behavior Risk Group/Special Population:** |
|  |
|  | 🞏 | Adolescents | 🞏 | Pregnant women |
|  | 🞏 | HIV+ individuals | 🞏 | Recent immigrants/refugees/migrants or |
|  | 🞏 | Homeless individuals | 🞏 | Seasonal workers |
|  | 🞏 | Incarcerated individuals/parolees | 🞏 | Sex workers |
|  | 🞏 | Low-income individuals | 🞏 | Substance users |
|  | 🞏 | Men who have sex with men | 🞏 | Transgender individuals |
|  | 🞏 | Men who have sex with men and women | 🞏 | Women |
|  | 🞏 | Older adults | 🞏 | Other: |  |
|  |
|  |
| **G. Purpose:** |
|  |
|  | 🞏 | Awareness | 🞏 | Parent Education  |
|  | 🞏 | General information | 🞏 | School  |
|  | 🞏 | Targeted Outreach | 🞏 | Waiting room/brochure rack  |
|  | 🞏 | Professional training  | 🞏 | Other: |  |
|  |
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|  |
| **OFFICIAL USE ONLY** |
|  |
|  | 🞏 | Approved | 🞏 | Not Approved (See Reviewer’s Comments) |
|  |
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