

University of Southern California

**teamlab**  
TOBACCO EDUCATION AND MATERIALS LAB

**How to Submit Tobacco Education  
Materials to TEAM Lab**

February 28, 2013

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**Presentation Overview**

- Why submit materials to TEAM Lab
- What types of materials to submit
- 5 Steps to Submit Materials
- Required Paperwork, including the Field Evaluation Form
- Where on the website to locate this information
- Questions

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**Why do we have to submit  
materials to teamlab?**  
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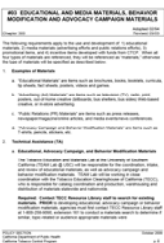
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## Reason #1

- Requirement of Scope of Work





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## Reason #2

- Tobacco Education Clearinghouse of California (TECC) Resource Library collection through ROVER (<https://rover.catcp.org/>)

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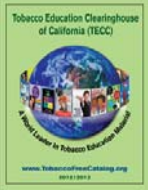
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## Reason #3

- Considered for Statewide & National distribution through the TECC Sales Catalog (<http://www.tobaccofreecatalog.org/>)



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# What type of materials do we submit to TEAM Lab?

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[illegible]

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This collage displays a variety of health and safety resources. On the left, there are two brochures: one titled 'Smoking' with a purple header and another titled 'Clean, Smoke-Free Beaches' with a blue header. In the center, there is a sign for 'For a Breath of Fresh Air' featuring a sun and a cloud, and a poster for 'Puff Fiction' showing a woman reading. On the right, there is a fact card titled 'For Your Better Health' with a red background and a central figure, and a toolkit titled 'Smoke-Free Outdoor Private Event Toolkit' with a rainbow background. Below the brochures, there is a sign that says 'Thank You For Not Smoking Here' with a 'No Smoking' symbol.

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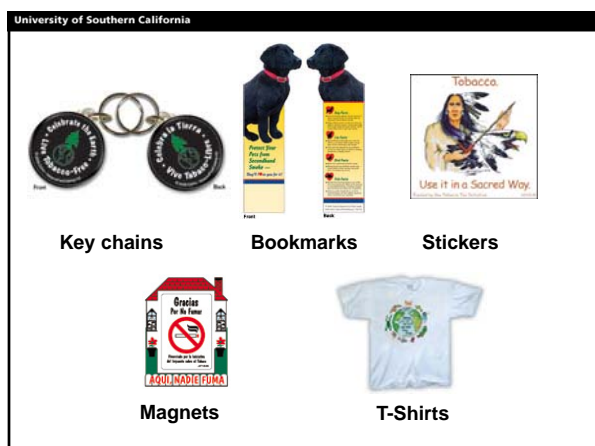
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## So what about other types of materials?

- Materials that do NOT have an OTIS Material Development Intake Form
  - Reports
  - Fact sheets
  - Ordinances
  - Media Materials (PSA, Audio Materials, etc.)

**These materials are sent directly to TECC**

[tecclibrary@etr.org](mailto:tecclibrary@etr.org)

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PROGRESS

Contact Name:  
Contact Phone Number:

DESIGN STEPS

Section	Step	Lab/Signatures	
DESIGN	1	Outlined material goals and objectives	
	2	Completed search for similar existing material with TECC Resource Library	
	3	Contacted TEAM Lab for material development technical assistance	
	4	Sought consultations on design (e.g., graphic artist)	
	5	Pilot tested concepts with target audience	
	6	Conducted readability/literacy test	
	7	Tested material for cultural appropriateness	
	8	Completed an external back translation of non-English material (upload English translation)	
	9	Field tested final material with target audience	
	10	Conducted evaluation of material with target audience for effectiveness	
	11	Uploaded a copy of the field test results and/or focus group analyses using the TEAM Lab Field Test Evaluation form	
	12	Obtained and uploaded signed copyright releases from graphic artist/contractors	
	13	Obtained and uploaded signed photo/image releases/contracts used for any purchased stock photography	
	14	Uploaded all digital files for materials created (Photoshop, work, illustrator, PageMaker, publisher, etc) and sent video/audio masters to CTCF with the final progress report.	

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## 5 Steps to Submit Materials

1. Gather your submission materials and documents
2. Fill out the Field Test Evaluation Form
3. Assemble Your Materials Review Packet
4. Mail your Materials Review Packet
5. What Happens Next: Materials Review Process

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learn how  
to create effective anti-tobacco materials

ask us  
your questions or browse FAQs

send us  
your materials for review

get trained  
by taking our webinars, live or archived

Hi, we're TEAM Lab.  
We provide training and assistance to help California Tobacco Control Programs make the most of their tobacco education materials. We can help you develop and improve traditional printed and audiovisual materials, while opening new doors to online and other emerging education vehicles. We're just getting started, full of new ideas and ready to be part of your team.

teamblog  
Our most recent discoveries, tips and advice.  
Online TECC Catalog Has 5 New Materials  
Posted on December 18 by Karen Rodriguez  
The online TECC Catalog has released five new materials that TEAM Lab worked on and developed with the help of TECC staff and staff.

teamupdates  
What's new with us.  
Get our newsletter  
Twice a year we'll send out an e-mail newsletter with health literacy and material development information and updates, our upcoming trainings, and more. Just enter

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## Send Us

Who should submit materials?  
All projects funded by the California Tobacco Control Program (CTCP) must submit their materials.

What to submit to TEAM Lab?  
**Educational and Advocacy Material**  
For educational material (brochures, curricula, posters, fact cards, signs, tool kits, etc.) and advocacy material (key chains, bookmarks, stickers, magnets, t-shirts, etc.), those that DO require completion of an OTIS Material Development Form, send with all appropriate documentation to TEAM Lab.

What to submit to TECC?  
**Other Program Material**  
For program material including reports, ordinances, fact sheets, media materials (PSA, print materials, audio materials, etc.) etc.; those that DO NOT require completion of an OTIS Material Development Form, email the document to [tecclibrary@tcc.org](mailto:tecclibrary@tcc.org) or send a hardcopy to:  
TECC Resource Library  
4 Carsonway Way  
Scotts Valley, CA 95046

NOTE: Final Evaluation Reports (FERS) are submitted to the Tobacco Control Evaluation Center (TCEC).

## Submit Materials

**Step 1** → 1. Gather Your Submission Materials and Documents

2. Fill Out the Field Test Evaluation Form
3. Assemble Your Materials Review Packet
4. Mail Your Materials Review Packet
5. What Happens Next: Materials Review Process

TEAM Lab All-Stars  
 ▶ TEAM Lab All Stars  
 ▶ New Logo and New Additions  
 ▶ You are in for a TREAT!

Tobacco Educational Materials in the TECC Catalog  
 ▶ Winter 2011 TECC Catalog  
 ▶ Spring 2011 Online Catalog

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learn how	ask us	send us	get trained
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## Gather Your Submission Materials and Documents

The following checklist will help guide you in gathering your materials in preparation for your submission.

- 1. Complete a readability test and determine the reading level of your materials**  
You will need this information for the Field Test Evaluation Form (the next step in your submission process).  
**Resources:**  
Making your Materials Accessible
- 2. Complete audience testing**  
You will need this information for the Field Test Evaluation Form (the next step in your submission process).  
**Resources:**  
Testing Your Materials
- 3. Complete a copyright release form**  
If you have hired a consultant—for example, a graphic designer or writer—to help you develop your tobacco education materials, they must complete a copyright release form (one form per consultant). You will need to include this

**Submit Materials**

1. Gather Your Submission Materials and Documents
2. Fill Out the Field Test Evaluation Form
3. Assemble Your Materials Review Packet
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You will need this information for the Field Test Evaluation Form (the next step in your submission process).

**Resources**  
Testing Your Materials

- 3. Complete a copyright release form**  
If you have hired a consultant—for example, a graphic designer or writer—to help you develop your tobacco education materials, they must complete a copyright release form (one form per consultant). You will need to include this form in your materials review packet.  
**Copyright Release Form**  
**Resources**  
Using Compelling and Appropriate Images
- 4. Complete photo/image release and consent form**  
For any people in photos. You will need to include this form in your materials review packet.  
**Photo/Image Release and Consent Form**
- 5. Printout of the copyright language pertaining to any purchased stock photography.**  
You will need to include this in your materials review packet.

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<p><b>teamlab</b> TOBACCO EDUCATION AND MATERIALS LAB</p> <p><b>COPYRIGHT RELEASE</b></p> <p>I, (name of subcontractor/consultant), <b>A</b>, for value received, grant to <b>B</b>, <b>C</b> (project name) acting on behalf of the Tobacco Control Program a nonexclusive license to reproduce, distribute, create derivative works from, publicly perform, publicly display, the following copyrightable work: <b>C</b> paid for with funds provided by the California Tobacco Tax Health Protection Act of 1988 (Proposition 59) through the California Department of Public Health, Tobacco Control Program.</p> <p>This license is made subject to the following terms and conditions: Whereas, the above mentioned Work was originally created with funds from the California Tobacco Tax Health Protection Act of 1988 (Proposition 59), the California Department of Public Health, Tobacco Control Program shall own the right to reproduce, distribute, publicly display and create derivative works utilizing the image in perpetuity, without further monetary remuneration.</p> <p>The subcontractor grants the State of California copyright interest in any Works created, provided, developed or produced under the agreement and ownership of any Works not fixed in any tangible medium of expression and agrees to assign those rights to the State. For any Works for which the copyright is not granted to the State, the State shall retain a royalty-free, non-exclusive and irrevocable license throughout the world to reproduce, to prepare derivative Works, to distribute copies, to perform, to display, or otherwise use, duplicate or dispose of such Works in any manner for government purposes, and to have or permit others to do so.</p> <p>Signature of subcontractor/consultant _____ Date _____ Address _____ Phone _____</p>	<p><b>A = Name of Person who created or designed the material</b></p> <p><b>B = Name of Project/Agency</b></p> <p><b>C = Title of the Material</b></p>
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You will need this information for the **Field Test Evaluation Form** (the next step in your submission process).

**Resources**  
Testing Your Materials

**3. Complete a copyright release form**  
If you have hired a consultant—for example, a graphic designer or writer—to help you develop your tobacco education materials, they must complete a copyright release form (one form per consultant). You will need to include this form in your materials review packet.

**Copyright Release Form**

**Resources**  
Using Compelling and Appropriate Images

**4. Complete photo/image release and consent form**  
For any people in photos. You will need to include this form in your materials review packet.

**Photo/Image Release and Consent Form**

**5. Printout of the copyright language pertaining to any purchased stock photography.**  
You will need to include this in your materials review packet.

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**PHOTOIMAGE RELEASE AND CONSENT**

I, for myself and on behalf of my heirs, successors and assigns, hereby irrevocably and perpetually grant to the State of California:

(a) My consent and the right to photograph me, (individually or otherwise and alone or with others) or otherwise reproduce my likeness or image and to record and reproduce my voice, whether on film, tape, disc, print, World Wide Web or otherwise, in connection with material used in **any and all versions and adaptations thereof, including future editions**.

**Name of Model, Artist, or Photographer**

and all advertising and publicity relating thereto.

(b) My consent and the right to quote from, paraphrase, edit, re-write, and add material to and/or delete material from and otherwise make use of said photographs, likenesses, images, and recordings and other reproductions of my voice.

(c) My consent and the right to, "copyright interest in any Works created, provided, developed or produced under the agreement and ownership of any Works not fixed in any tangible medium of expression and agrees to assign those rights to the State. For any Works for which the copyright is not granted to the State, the State shall retain a royalty-free, non-exclusive and irrevocable license throughout the world to reproduce, to prepare derivative Works, to distribute copies, to perform, to display, or otherwise use, duplicate or dispose of such Works in any manner for government purposes, and to have or permit others to do so."

I hereby agree that the State of California may exercise all or any of the rights herein granted by me without claims, demands or causes of action at law or in equity, whether for libel, defamation, violation of right of privacy, or infringement of any literary or other property right or otherwise, insofar as I, my heirs, successors and assigns are concerned, accepted and agreed to.

**CONSENT FROM THE PARENT OR LEGAL GUARDIAN IS REQUIRED FOR INDIVIDUALS UNDER 18 YEARS OF AGE**

NAME	NAME OF GUARDIAN
SIGNATURE	SIGNATURE OF GUARDIAN
DATE	DATE

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You will need this information for the **Field Test Evaluation Form** (the next step in your submission process).

**Resources**  
Testing Your Materials

**3. Complete a copyright release form**  
If you have hired a consultant—for example, a graphic designer or writer—to help you develop your tobacco education materials, they must complete a copyright release form (one form per consultant). You will need to include this form in your materials review packet.

**Copyright Release Form**

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Using Compelling and Appropriate Images

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For any people in photos. You will need to include this form in your materials review packet.

**Photo/Image Release and Consent Form**

**5. Printout of the copyright language pertaining to any purchased stock photography.**  
You will need to include this in your materials review packet.

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Field Test Evaluation Form

Instructions: Please provide as much information as possible. Items marked with an asterisk (\*) are required.

Name of Agency: \_\_\_\_\_  
Title of Material: \_\_\_\_\_

**● Reading/Literacy Level**  
What readability test did you use on your materials?  
☐ Fry Graph  
☐ FOG (Simplified Measure of Gobbledygook) Readability Formula  
☐ FOG Index (also known as Gunning-Fox)  
☐ Flesch-Kincaid Grade Level Readability Formula  
☐ Other: \_\_\_\_\_

What was the calculated reading level? \_\_\_\_\_

**● Materials Testing Results (pretest / field test / focus group)**  
Was pretesting completed with the intended audience of the material?  
☐ Yes  
☐ No

**Method of testing:**

Pretest method used (check all that apply)	Date(s) of testing	Location(s) of testing	Total # of Participants
Focus groups	_____	_____	_____
Individual interviews	_____	_____	_____
Interview surveys	_____	_____	_____

If focus groups were used, please provide:  
 • the number of focus groups: \_\_\_\_\_  
 • the number of participants per focus group: \_\_\_\_\_

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Items marked with an asterisk (\*) are required.

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Field Test Evaluation Form Page 2

**Demographics of participants\***  
Total number of people who provided feedback on the material: \_\_\_\_\_

Age range of participants: \_\_\_\_\_

Median age: \_\_\_\_\_

Average age: \_\_\_\_\_

Gender makeup of participants: \_\_\_\_\_

Primary language(s) spoken: \_\_\_\_\_

Ethnicities of participants (check all that apply):  
☐ African American / Black  
☐ American Indian / Native American  
☐ Asian (Please specify: \_\_\_\_\_)  
☐ Pacific Islander (Please specify: \_\_\_\_\_)  
☐ Hispanic/Latino (Please specify: \_\_\_\_\_)  
☐ White, Non-Hispanic  
☐ Other (Please specify: \_\_\_\_\_)

**Tobacco use habits of field test participants**  
Complete only if you know smoking status of individuals who participated in your materials testing activities. Approximations are acceptable.

Number of smokers: \_\_\_\_\_

Number of chew or alternative tobacco users: \_\_\_\_\_

Number of non-tobacco users: \_\_\_\_\_

Number of non-tobacco users with a close friend or family member who uses tobacco: \_\_\_\_\_

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Items marked with an asterisk (\*) are required.

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Field Test Evaluation Form Page 3

**Summary of Testing Results**  
CICP assessable agencies test their materials for accuracy, cultural appropriateness, and effectiveness. Please provide the data on how the most recent testing of the material in its most developed or finalized stage addresses these three categories. Summarize the main findings for each of these testing requirements and provide the percentage of participants that felt the material was accurate, culturally appropriate, and effective when qualitative data was collected (i.e. survey data).

**Accuracy\***  
Extent to which material contains updated and accurate information.  
 \_\_\_\_\_

**Cultural Appropriateness\***  
Material should be designed for intended audience with respect and awareness of who they are (i.e. age, culture, gender, and sexual orientation) and what information they need.  
 \_\_\_\_\_

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Items marked with an asterisk (\*) are required.

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<p>Field Test Evaluation Form <span style="float: right;">Page 1</span></p> <p><b>Effectiveness*</b> Extent to which the intended purpose of the material is met for the intended audience.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p><b>Focus Groups</b> If focus groups were used, please include a summary and any highlights of your findings in the text box below. Include any comments of opinions, any themes that emerged during focus groups, and any recommendations.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p><b>Translation</b></p> <p>Was the material translated from another language?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, what was the original language? _____</p> <p>Who translated the document?</p> <p><input type="checkbox"/> Staff employee</p> <p><input type="checkbox"/> Translation agency</p> <p><input type="checkbox"/> Independent translator (e.g. consultant or community member)</p> <p><input type="checkbox"/> Other (Please specify) _____</p> <p><small>*Items marked with an asterisk (*) are required.</small></p>	28
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<p>Field Test Evaluation Form <span style="float: right;">Page 1</span></p> <p>What methodology was used to verify that the translation is accurate and understandable to the intended audience (for example, back translation)? Please describe.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><b>References/Citations</b> Materials must be scientifically and technically accurate and original sources of information must be cited. When listing references, CDC recommends following the guidelines of the Chicago Manual of Style.</p> <p>Do your materials cite any data, facts or figures?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><small>*If yes, please provide citations for any information included in your material. Please quote the material that cites any data, facts or figures and provide the appropriate citation. Example:</small></p> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>1. "People exposed to secondhand smoke before turning 20 years old have a higher risk of developing lung cancer than people who had exposure to secondhand smoke only after they were 20 years old."</p> <p>Asanang, K., Miller, D.P., Liu, G., Wren, J.C., Lynch, T.J., Su, L., and Christiani, D.C. (2008). Second hand smoke, age of exposure and lung cancer risk. <i>Lung Cancer</i> 61: 12-20.</p> </div> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p><small>*Items marked with an asterisk (*) are required.</small></p>	29
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<p>University of Southern California</p> <h2 style="text-align: center;">Email the Field Evaluation Form to TEAM Lab</h2> <ul style="list-style-type: none"> <li>Please include your agency name in the file name.</li> </ul> <p style="color: red;">AGENCY_NAME_Field_Evaluation_Form.PDF</p> <ul style="list-style-type: none"> <li>Email the form to: <a href="mailto:teamlab@usc.edu">teamlab@usc.edu</a></li> </ul> <p style="text-align: right;">30</p>
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## Assemble Your Materials Review Packet

It's now time to assemble your materials review packet to mail to TEAM Lab. Print and fill out this handy checklist to make sure you have everything you need and include it in your packet.

### Materials review packet checklist

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

USCans Control Program (TCP): Contact # \_\_\_\_\_

**Have you included?**

- ☐ **Three** original hard copies of your values education materials (TEAM Lab will send a copy to the TCP Resource Library so it can be made available on RIVER)
- ☐ The basic copy of your values education materials. (Please send this in your original format, for example, Adobe Illustrator, Adobe InDesign, Microsoft Publisher)
- ☐ Printed copy of Culture Education Information System materials (include form from USC Online Education Information System, RIVER).  
<http://teamlab.usc.edu/teamlab/uscans-control-program/USCans-Information-System>  
<http://teamlab.usc.edu/teamlab/uscans-control-program/USCans-Information-System>
- ☐ Printed copy of Culture Education Information System materials (include form from USC Online Education Information System, RIVER).  
<http://teamlab.usc.edu/teamlab/uscans-control-program/USCans-Information-System>  
<http://teamlab.usc.edu/teamlab/uscans-control-program/USCans-Information-System>
- ☐ Recent Copyright Release Form  
<http://teamlab.usc.edu/TEAMLab/copyright-release-form.pdf>  
<http://teamlab.usc.edu/TEAMLab/copyright-release-form.pdf>
- ☐ Photo Release Release and Contact Permission  
<http://teamlab.usc.edu/TEAMLab/photo-release-form.pdf>  
<http://teamlab.usc.edu/TEAMLab/photo-release-form.pdf>
- ☐ Copyright language pertaining to any purchased stock photography

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<p>PHOTO COPY</p> <p>QUESTIONS</p> <p><b>Materials</b></p> <p>Print a copy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> <li><input type="checkbox"/> Other</li> </ul> <p>Send forms to:</p> <p>USC Press 1001 W. 68th St. MSB 1000 Los Angeles, CA 90089</p>	<div>  <p><b>PHOTOCO</b></p> <p>I, the undersigned, hereby grant to the Tea Tobacco Co. the right to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture, and to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture, and to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture.</p> <p><b>Consent from the Fan</b></p> <p>I, the undersigned, hereby grant to the Tea Tobacco Co. the right to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture, and to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture, and to use my name and likeness in any and all manner of advertising and promotional material, including but not limited to, print, radio, television, and motion picture.</p> </div>

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### Assemble Your Materials Review Packet

It's now time to assemble your materials review packet to mail to TEAM Lab. Print and fill out this handy checklist to make sure you have everything you need and include it in your packet.

**Materials review packet checklist**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Tobacco Control Program (TCP) Contract #: \_\_\_\_\_

**Have you included?**

☐ Two original hard copies of your tobacco education materials

☐ Electronic copy of your tobacco education materials. (Please send files in their original format; for example, Adobe Illustrator, Adobe InDesign, Microsoft Publisher)

☐ Printed copy of Online Tobacco Information System materials intake form from the Online Tobacco Information System (OTIS). Please click [here](#) for instructions on how to obtain your OTIS Materials Development Intake Form (MDIF).

### Submit Materials

- 1. Gather Your Submission Materials and Documents
- 2. Fill Out the Field Test Evaluation Form
- 3. Assemble Your Materials Review Packet
- 4. Mail Your Materials Review Packet
- 5. What Happens Next: Materials Review Process

Step 4 →

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### Mail Your Materials Review Packet

Mail your completed packet to:

**Yaneth Rodriguez**  
USC Institute for Prevention Research  
TEAM Lab  
2001 N. Soto Street, 3rd Floor  
Los Angeles, CA 90033

### Submit Materials

- 1. Gather Your Submission Materials and Documents
- 2. Fill Out the Field Test Evaluation Form
- 3. Assemble Your Materials Review Packet
- 4. Mail Your Materials Review Packet
- 5. What Happens Next: Materials Review Process

**TEAM Lab All-Stars**

- TEAM Lab All Stars
- New Logo and New Additions
- You are in for a TREAT!

Print shipping label

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teamlab
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### Mail Your Materials Review Packet

Mail your completed packet to:

**Yaneth Rodriguez**  
USC Institute for Prevention Research  
TEAM Lab  
2001 N. Soto Street, 3rd Floor  
Los Angeles, CA 90033

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Print shipping label

### Mail Your Materials Review Packet

Mail your completed packet to:

**Yaneth Rodriguez**  
USC Institute for Prevention Research  
TEAM LAB  
2001 N. Soto Street, 3rd Floor  
Los Angeles, CA 90033

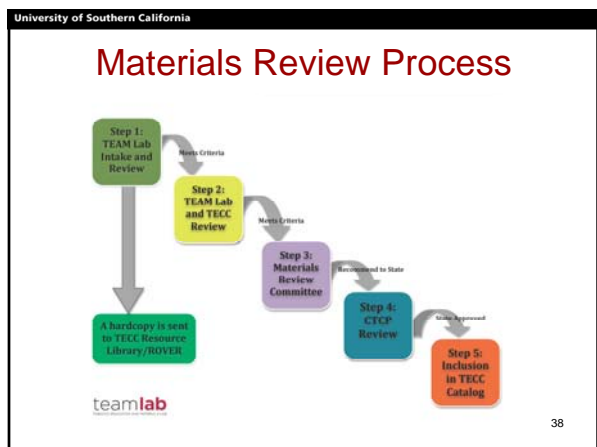
#### Submit Materials

1. Gather Your Submission Materials and Documents
2. Fill Out the Field Test Evaluation Form
3. Assemble Your Materials Review Packet
4. Mail Your Materials Review Packet
- 5. What Happens Next: Materials Review Process**

TEAM Lab All-Stars

- TEAM Lab All Stars
- New Logo and New Additions
- You are in for a TREAT!

Step 5



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## TECC Catalog Inclusion Criteria

- Does it fill a gap and address a Statewide need?
- Does it replace a current catalog item?
- Is the message clear and understandable?
- Is the material evidence-based?
- Is it culturally appropriate for the target audience?
- Is it suitable for the target audience?
- Can it be adapted for statewide and/or national use?

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## Possible Editing and Modifications

- Remove local information and project logos
- Basic editing
- Heavy editing
- Replace images
- Confirm all facts and data
- Possibly, recreate in different format or layout
- Additional field-testing with target audience

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## TEAM Lab All Stars



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## Contribution to TECC Catalog & Tobacco Control Field



### Material Submitted

- Glenn County Health Services
- Smoke-Free Housing Brochure
- English & Spanish

### Material Review Process

- Change the point of view: one for tenants and one for housing owners/managers
- Change to a fact card
- Include the helpline number.
- Statistics need to be updated.
- Lower the literacy level.
- Add more resources

### CTCP Review

- 4 Materials were created
- Add headings
- Add space for LLAs to add local info
- Soften the language on Spanish version
- Image recommendations were made

### TECC Sales Catalog

- 4 Fact cards were created

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## Contribution to TECC Catalog & Tobacco Control Field

**Tobacco Free Zone**

**Material Submitted**

- Sutter County
- Sandwich Board

**For a Breath of Fresh Air**

**Material Review Process**

- Change the format to poster, sign, and fact card.
- Change the message to "Thank you for not smoking here."
- Put the Thank you for not smoking at the top.

**For a Breath of Fresh Air**

**CTCP Review**

- Consider other formats such as cloth banner, sandwich board, etc.
- Use this piece to create a table tent.
- Make the sun yellow.

**For a Breath of Fresh Air**

**TECC Sales Catalog**

- Poster
- Sign
- Table Tent
- Aluminum Sign

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## Questions?

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## Thank you!

For more information, please contact:

- General questions: [teamlab@usc.edu](mailto:teamlab@usc.edu) or (323) 442-8214
- Yaneth Rodriguez: [ylr@usc.edu](mailto:ylr@usc.edu)
- Dr. Lourdes Baezconde-Garbanati: [baezcond@usc.edu](mailto:baezcond@usc.edu)

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