

A proven process

Planning is an important and often neglected aspect of creative support services. Working with our client's staff, the first step of our development process is to produce a written plan that describes the product's purpose, objectives, format and target audience. Proper planning upfront allows us to maintain a clear project scope and ensure our team is aligned with a piece's objectives.

Our creative process has quality control built into every step. We carefully maintain all electronic files creating backups for each publication or source file. Our editorial staff has extensive experience in following specific client style requirements. In preparing our products, we adhere to the U.S. Government Printing Office Style Manual or any other chosen manual style for spelling, punctuation, capitalization, compounding and other details.

Publications for contractor-supplied printing

Cabazon Group maintains relationships with several excellent printing vendors who provide us with fast-turnaround, high-quality products.

Preparing publications for GPO printing

Our staff is familiar with GPO printing regulations and has completed the required forms. Once clearances are obtained, we have the equipment and staff needed to prepare a document for printing. We provide all the needed instructions to printers about the requirements for printed documents.

Engaging design

Our staff engages our clients in a collaborative process to find the style and technologies that best fit their goals. Our clients can be assured, with our skilled staff and state-of-the-art production.



ASSISTANCE TO FIREFIGHTERS GRANTS WALL CLING

Event and Meeting Products

- Letters of invitation
- Fact sheets
- Brochures, flyers and meeting announcements
- Event invitations
- Registration forms
- Transportation packets and welcome memos
- Publicity pieces and signage
- Name badges/tent cards
- Program and abstract books
- Meeting binders
- Participant lists
- Background papers
- Briefing books

Presentation Products

- Slides, overheads and prints
- Tables, graphs, diagrams, technical drawings and flowcharts
- Computer/online presentations
- Report covers, tabs and binding
- Posters and banner displays

Key Publication Support Clients

U.S. Department of Health and Human Services
Health Resources and Services Administration
National Institutes of Health
Substance Abuse and Mental Health Services Administration

U.S. Department of Homeland Security
Federal Emergency Management Agency

Contract Vehicles

- SBA 8(a) Program
- GSA IT Schedule 70 (GS-35F-06645)
- GSA AIMS Schedule, Group 541 (GS-07F-0464T)
- BPA – FEMA/DHS (HSFEHQ-07-A-0001)
- IDIQ – SAMHSA – Domains 9 & 10 (HHSS28332007000651)
- IDIQ – HHS Program Support Center (HHSP23320095609WC)

About Cabazon Group

Cabazon Group is an established 8(a) firm delivering professional services critical to the success of complex federal, state and local government programs. Our clients rely on our knowledge, creativity and in-house technical capabilities to provide insightful solutions that improve their programs at any phase. From concept to execution to post-program analysis, we turn policy into outcomes. In short, we are your policy outcome partner.

Contact Us

For more information about our Publication Support Services, please contact:

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