

LOGO REQUEST FORM

Date of request _____ Date needed _____

Requestor's name _____

Email _____ Phone _____

Department _____

Type of Logo Requested:

- Logo with Signature:** Can be used instead of or in place of an institutional logo, following the same usage guidelines. Always use the unit's title, such as "Office of" or "Department of."

Examples:



Name of unit (as it will appear on logo) _____

- Informal Logo with Signature:** Intended for internal communications inside the college. If used outside the college, must be paired with an institutional logo. Do not include the unit's title, such as "Office of" or "Department of." When using an approved acronym, the abbreviated letters are set in gold.

Examples:



Name of unit (as it will appear on logo) _____

- Event Logo:** Custom event logos can be developed for limited-duration events or activities.

Name of event _____

Date of event _____

Describe how/where this logo will be used _____

