

Logo Use and Publication Request

Clubs must complete this form in order to obtain approval to use any of the University logos and to create any type of publication that would be distributed to individuals beyond the immediate club membership.

Contact information

Club Name	Contact Name
Contact Telephone	Contact Email

Request Information

Check one of the following boxes, complete the requested information and return to the Sport Clubs Office for review.

Apparel (attach copy of the design)

What apparel is the club purchasing?	Who will create the design for the apparel?
How much will each item cost the club?	How much will the club sell each item for?

Publication (attach copy of the publication)

What does the club want to duplicate?	How will this publication be distributed?
What is the purpose of this publication?	How would the club like to pay for the duplications?
Estimated Cost	How does the club plan to pay for the duplicates?

Other (attach copy of for approval)

Details:

Vendor Information

Vendor Name	Vendor Contact Name
Vendor Street Address	Vendor Telephone Number
Vendor City	Vendor Fax Number
Vendor State	Vendor Email Address
Vendor Zip Code	Vendor Web Address
Vendor Name	Vendor Contact Name

For Office Use Only

Date Received _____

Approval _____