

Artwork Approval for Student Organizations

Any use of the Lees-McRae College name or graphic marks must be approved by the Director of Communications or their designee prior to printing or distribution. Students or student organizations wishing to sell products bearing the Lees-McRae College name or graphic marks must inform the Director of Communications and the Student Development Office of their intentions. Specific information as to where these items will be sold must be provided with the request.

Only student organizations with an official charter through the Student Government Association may use the Lees-McRae College name and/or insignia as a descriptor of the organization name.

Please attach color renderings of all artwork, including depictions of the artwork on associated items.

Applicant Information

Name: _____

Name of RSO: _____

Phone: _____ Email: _____

Description of Artwork Usage:

If the artwork will be used on promotional items, will these items be sold? Yes No

If yes, please list the businesses and addresses:

All print vendors must be pre-approved by the Director of Communications and the Student Development Office to ensure the quality of work produced and the cost efficiency of the pricing structure. If the artwork will be used on printed items, please list the name, phone number and contact person for the chosen print vendor.

I, _____, have read and understood the above terms and will abide by these guidelines. I understand that Lees-McRae has the right to request changes to all artwork submissions and has the right to deny the use of artwork submissions.

Signature of Applicant: _____ Date: _____

For Office Use Only:

The submitted artwork has been:

- Approved
- Approved pending changes (see notes on attached artwork)
- Denied (see notes on attached artwork)

Signature of Director of Communications: _____ Date: _____

Signature of Student Development Office: _____ Date: _____