



UNIVERSITY MARKETING COMMUNICATIONS DESIGN APPROVAL FORM

University policy requires approval from University Marketing Communications of any publication that will be distributed off campus AND publications distributed on campus to non-employee/student audiences. Before submitting your work for printing, please review the design and make corrections or make any changes that should be addressed before final approval.

APPROVAL IS BASED ON:

- Appropriate representation of SFA's culture and mission
- Overall page layout and logo usage

- Font choices/sizes
- Spelling/grammar/punctuation
- Organizational hierarchy (the order of what content should be first)
- Image selection

After this document is signed, any subsequent changes to the approved design will require further approval.

Note: This document is to be copied with the original kept on file and the copy sent along with the artwork to the printer.

An authorized signature below indicates the approval of this design and the agreement of the terms and conditions outlined above.

Department name

Project or artwork name

Date needed for event

Planned use of the printed material

Department head printed name and signature

Date

UMC approver printed name and signature

Date

Additional information to be considered: