



LOGO USE AND PUBLICATION REQUEST

This form **MUST** be completed and submitted to the Sport Clubs Office 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. Approvals will be sent via email within 5 business days after it is turned in.

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 is the purpose of this publication?	How will this publication be distributed?	What is the estimated cost to the club?	Please list any other details below

OTHER (ATTACH COPY 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

OFFICE USE ONLY

DATE RECEIVED __/__/__	DATE FILLED/RETURNED __/__/__	SCO INITIALS
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