

SCHEDULE A: DESIGN COMPLIANCE REQUEST

© Blank form may be copied ☺

Schedule A must be submitted and approved **prior to a vendor accepting orders** for products displaying campus names and marks. Include representations of ALL art/ designs used on the product.

<p>1. REQUEST BY: _____</p> <p><i>(Repeat name from front of form.)</i></p> <p>2. DESIGN: Show where each name, mark, and graphic will be used on the product. Number of Designs Submitted: _____</p> <div style="display: flex; align-items: flex-start;"> <div style="width: 20%; padding-right: 10px;"> <p>Design # 1: Imprint Area:</p> <p><input type="checkbox"/> Front</p> <p><input type="checkbox"/> Back</p> <p><input type="checkbox"/> Side</p> <p><input type="checkbox"/> Sleeve</p> <p><input type="checkbox"/> Top</p> <p><input type="checkbox"/> Other:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="width: 80%; border: 1px solid black; height: 250px; margin-left: 10px;"></div> </div>	<p>3. IS DESIGN REPRODUCED BELOW? <input type="checkbox"/> YES <input type="checkbox"/> NO: Design(s) attached. Page(s) _____</p> <p>4. THE PRODUCT (<i>Identify</i>): _____ <i>(Repeat product noted on form front.)</i></p> <p>5. IF DESIGN IS BEING RESUBMITTED, check here: <input type="checkbox"/></p> <div style="display: flex; align-items: flex-start;"> <div style="width: 20%; padding-right: 10px;"> <p>Design # 2: Imprint Area:</p> <p><input type="checkbox"/> Front</p> <p><input type="checkbox"/> Back</p> <p><input type="checkbox"/> Side</p> <p><input type="checkbox"/> Sleeve</p> <p><input type="checkbox"/> Top</p> <p><input type="checkbox"/> Other:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="width: 80%; border: 1px solid black; height: 250px; margin-left: 10px;"></div> </div>
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Please Note:

- All names and markings to be used on the product are reviewed as a single design.
- The trademark office must approve advertising and promotional material for the product separately.
- Art approvals are given for the use of campus associated names, marks, and graphics only. Use of designs **belonging to other parties** in conjunction with campus-owned names and marks cannot be given until **written approval is provided to the campus trademark office** from the owner(s) of the non-campus names and marks.
- A "TM," "SM," or ® must appear with the approved names and marks. (See approved design(s).)
- The collegiate licensed product label must appear on products sold at retail or used in licensed promotions.

OFFICE USE: DESIGN REQUEST STATUS	File No: _____
<p><input type="checkbox"/> APPROVED: Use trademark symbol(s) as noted on approved design(s).</p> <p><input type="checkbox"/> TM <input type="checkbox"/> SM <input type="checkbox"/> ® <input type="checkbox"/> _____</p> <p>_____</p>	<p><input type="checkbox"/> DISAPPROVED:</p> <p><input type="checkbox"/> Revise design & resubmit.</p> <p><input type="checkbox"/> Does not meet campus guidelines.</p> <p>_____</p>
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CAMPUS TRADEMARK REVIEWER: (Signature) _____	DATE: _____