

Logo Request Form

Under the Standing Delegations of Authority, use of the University logo and University name is under the delegation of the Pro Vice Chancellor, Communications and Engagement.

When a School or Department wishes to request the use of a logo by a person or a body other than the University, the Terms and Conditions of the contract, sponsorship or agreement must first be approved by the Pro Vice Chancellor, Communications and Engagement.

Following this, details with regard to timelines, deadlines and restrictions for the use of the logo must then be established by the Legal Office. In the case of outgoing sponsorship (see the University's Sponsorship Policy) approval of the sponsorship agreement is required in the first instance.

The completed request form, accompanied by supporting documentation for the above two steps, may then be submitted to the Office of Marketing and Communications for approval.

Step 1 Click and save this form to your computer.

Step 2 Complete form, save and email to marketing@nd.edu.au

I am from

Full name of requester

Department/School

Email

Date

Phone/extension

Approved by Dean/Director:

Position

Requests must address the following criteria in the application:

What event/group/organisation is the logo being requested for?

Where will the logo be appearing (website/flyer/advertisement etc.)? Please include date and location if relevant.

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What file format is required (GIF, PNG, JPG, EPS, WMF) and in which colour palette (colour, single colour or black & white)?

Will the University logo appear alongside logos of other organisations? If so, who?

Who founded the club/alliance/organisation?

What sort of a body is it in legal terms (an incorporated association, an unincorporated association)?

How is the group/association funded?

Is the group a political/advocacy body?

Is it a true educational body?

What precisely is its role?

What role or sponsorship is being asked of Notre Dame?

Has the relationship and its terms been reviewed by the University's legal department? Yes No

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What does Notre Dame have to gain by allowing the University's name to be associated with the alliance?

Are there any potential risks with the alliance and what due diligence have you undertaken of the organisation and the management?

If the University agrees to be included in promotional material the University's full name must pre-empt written material i.e. The University of Notre Dame Australia (please refer to the University Style Guide for reference guidelines).

Contact details of organisation requesting our logo

Full name of the Organisation

Email

Phone/extension

Approval

This request must be approved by the Pro Vice Chancellor, Communications and Engagement before submitting for OMC approval.

Approved by Pro Vice Chancellor, Communications and Engagement

Full name of PVC Communications and Engagement

Date

Artwork inclusive of the Notre Dame logo must be approved by the Office of Marketing & Communications prior to being published. Please send to marketing@nd.edu.au