

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.

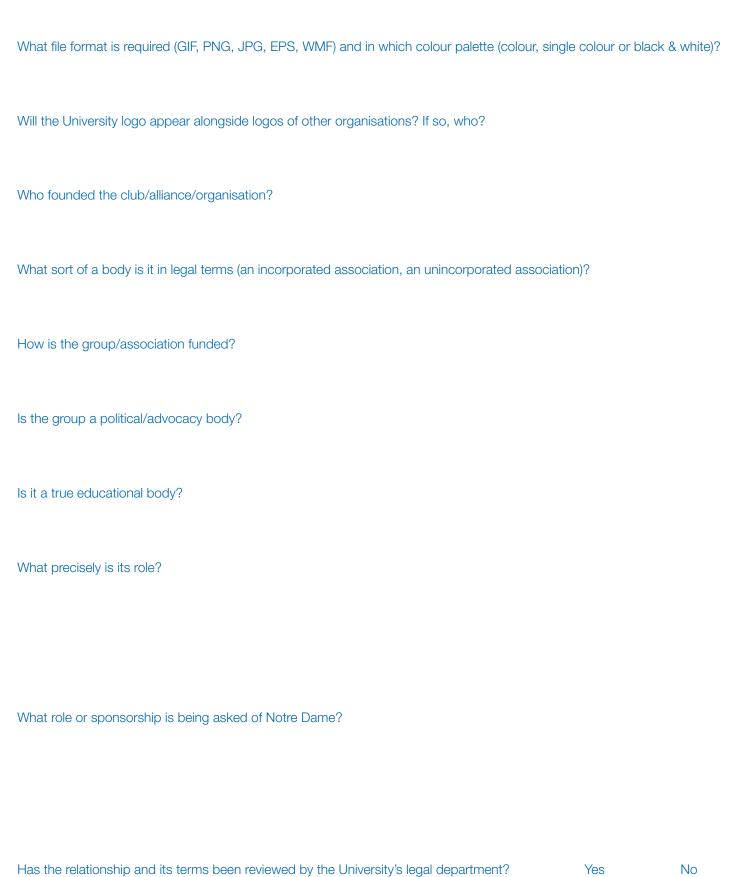
Following this, details with regard to timelines, deadlines and restrictions for the use of the logo must then be established by the Legal Office. In the case of outgoing sponsorship (see the University's Sponsorship Policy) approval of the sponsorship agreement is required in the first instance.

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 <b>marketing@nd.edu.au</b>		
am from	Full name of requester	
Department/School	Email	
Date	Phone/extension	
Jale	FIIOHE/ 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.







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	e have you undertaken of the organisation and the management?
If the University agrees to be included in promotional material the i.e. The University of Notre Dame Australia (please refer to the Universit	
Contact details of organisation requesting	our logo
Full name of the Organisation	Email
	Phone/extension
Aronymourol	
Approval  This request must be approved by the Pro Vice Chance	ellor. Communications and Engagement before
submitting for OMC approval.	mon, communications and Engagement before
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