



Communications and Marketing Art/Design Approval Form

Please complete this form and return to the Office of Communications and Marketing.

- ✓ Final Artwork/design must accompany this form
- ✓ Approval must be granted before being sent to production

Department/Organization _____

Contact Name: _____

Phone: _____ Email: _____

Type of Art/Design (logo, apparel design, etc): _____

How will the Art/Design be used (publications, promotional items, apparel, etc.):

REVIEW, APPROVAL, SIGN-OFF

A. Requestor:

I have reviewed the above item for content, accuracy and consistency with the department's mission and the University's publication guidelines.

NAME TITLE DATE

B. Supervisor/Department Head/Vice Chancellor:

I have reviewed the above item for content, accuracy and consistency with the department's mission and the University's publication guidelines.

NAME TITLE DATE

C. Communications and Marketing:

I have reviewed the above item for content, quality, accuracy and consistency with the University's mission and publication guidelines, state-mandated guidelines, compliance with UNC General Administration, consent decree and other federal regulations:

_____ Approved _____ Disapproved _____ Approved with Changes

Comments:

Marketing Representative Title Date