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