OHIO STATE DEPARTMENT CONTACT INFORMATION

Department Name: ____________________________  Contact Name: ____________________________
Contact Email: ______________________________  Phone Number: ____________________________
Fax Number: ________________________________

How are the requested items going to be used:

☐ Given to Faculty/Staff  ☐ Giveaway at Off-Campus Department sponsored event
☐ General Internal Office Use  ☐ Giveaway at On-Campus Department sponsored event
☐ Sold to Faculty/Staff/Students

EVENT DESCRIPTION: ____________________________  EVENT DATE: ____________________________

EVENT LOCATION: ______________________________

PRODUCT REQUEST INFORMATION

Type of Product: ____________________________  Quantity Requested: ____________________________
Color of product: ____________________________  Color of Imprint: ____________________________

COMPANY REQUESTED TO COMPLETE ORDER: ____________________________

FOR TRADEMARK & LICENSING SERVICES ONLY

☐ APPROVED  ☐ DENIED  ☐ RESUBMIT WITH CHANGES (SEE COMMENTS)

☐ Royalty Required  ☐ Royalty Exempt

COMMENTS: ________________________________________________________________

Department Signature: ____________________________  Date: ____________________________

Karen Dertinger, Assistant Director Trademark & Licensing Services
OHIO STATE TRADEMARK USE GUIDELINES
Departments, Student Organizations, Student Greek Orgs, & Sport Club Teams

**REQUIREMENTS:**
- Pre-approval by the Office of Trademark & Licensing Services, for all custom designed products with the use of university protected word marks or logos.
- All requests should be submitted on an TLS Request for Use form with proposed product design
- Proposed Artwork should accompany request form either via fax or email as listed
- Use of Ohio State licensed manufacturer/vendor for all student organization and sport club requests

**OFFICIALLY LICENSED COMPANY AND ROYALTY REQUIRED:**
- Sold to general public
- Sold to members, family, friends
- Sold to faculty, staff & students
- Sold for fundraising within the department, school or student organization

**SPORT CLUBS:**
- Uniforms or competition required apparel exempt from royalties for Sport Club Teams recognized through Ohio State University Rec-Sport Program.
- All designs are to be submitted to Trademark & Licensing for approval.
- Use of a licensed vendor required unless a licensed vendor cannot be identified by TLS.

**PROHIBITED USE:**
- Implying endorsement, approval or underwriting of any organization, product, activity, service or contract by the Ohio State University
- Alcohol, tobacco or illegal substance graphics or descriptions, or unauthorized use of other trademarks is prohibited in conjunction with the university’s word marks or trademarks.
- University seal on letterhead, business cards or other identifying materials
- Athletic Identity mark is restricted from use by all university entities except the Department of Athletics

**NAME AND SEAL SCHOLARSHIP FUND:**
- Royalties derived from the commercial use of the University’s registered marks directly benefit the students at Ohio State through the Name and Seal Scholarship Fund. Scholarships from the Name and Seal Fund, one of the fastest growing endowments at the University, are awarded to students based on both academic achievement and financial need.