



PLEASE COMPLETE THE FOLLOWING FORM AND RETURN IT ALONG WITH THE PROPOSED ARTWORK

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Office Phone: (614) 292-1562

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

**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 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.