



ALL STUDENT GROUP MERCHANDISE IS REQUIRED TO BE PRODUCED BY AN OFFICIALLY LICENSED COMPANY.

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

Karen Dertinger dertinger.5@osu.edu

Office Phone (614) 292-1562

STUDENT ORGANIZATION CONTACT INFORMATION

Student Org Name: _____ Student Contact Name: _____

Org Advisor Name: _____ Student Contact Email: _____

Org Advisor Email: _____ Contact Phone Number: _____

Is your organization officially recognized by Student Life Student Organization YES NO

EVENT DESCRIPTION: _____ **EVENT DATE:** _____

EVENT LOCATION: _____

PRODUCT REQUEST INFORMATION

Type of Product: _____ Quantity Requested: _____

Color of product: _____ Color of Imprint: _____

APPROVED LICENSED COMPANY COMPLETING ORDER: _____

FOR TRADEMARK & LICENSING SERVICES ONLY

Approved *Resubmit with Changes* *Request Denied*

COMMENTS: _____

Department Signature: _____

Date: _____



THE OHIO STATE UNIVERSITY

TRADEMARK USE GUIDELINES:

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

Use of Ohio State preferred vendor for all university purchased logo merchandise

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.

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

PROHIBITED USE:

Implying endorsement, approval or underwriting of any organization, product, activity, service or contract by the Ohio 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 marks are 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.

UPDATED 2014

<http://trademarklicensing.osu.edu>