

**Consolidated Logo Asset Update  
Timeline and Checklist**

<b>Asset</b>	<b>Update Immediately</b>	<b>Update when current supply is exhausted</b>	<b>Update before September 1, 2019</b>
Items utilizing sage green shield logo	•		
E-Mail Signature*	•		
Flags, Banners and Tents	•		
Powerpoint and other Digital Format Items	•		
Staff Polos and Uniforms	•		
Tablecloths and Backdrops	•		
Business Cards		•	
Letterhead and Envelopes		•	
Marketing Collateral (Fliers, Brochures, Signs)		•	
Merchandise and other Promotional Items		•	
Nametags		•	
Other Printed Materials		•	
Door Placards and Nameplates		•	
Exterior Signage*			•
Interior Signage*			•

\*See Brand Guidelines for details on e-mail signature format

\*\*Please consult with University Marketing and Facility Services for guidelines on exterior and interior signage.