



SACRED HEART OF JESUS SCHOOL

Request for Using School Brand or Mark

Name of requesting party _____

Contact information _____ (Email)

_____ (Phones)

Group represented by requesting party _____

(Club, classroom (if faculty), athletic team, etc.)

Name the item(s) and describe how the school name or mark will be used on the item(s):

Artwork requested (*Shield, school name, radiant only, etc.*) OR please attach proof for approval

Deadline for printing item(s) _____

(Please note a minimum of two (2) weeks is required for this process to be completed.)

Signatures by the requesting party and the Communications Coordinator are only required after the request has been submitted and approved. In the event of changes, a new request must be submitted to the Communications Coordinator. In the event that this procedure is not followed, requesting party will be responsible for any costs incurred, as well as responsible for collecting all distributed items.

Requesting party

Communications Coordinator

Date

Date