## TABLE OF CONTENTS

### BRAND
- OUR BRAND 2
- BRAND IDENTITY ELEMENTS 3
- UNIVERSITY LOGO 4
- UNIT AND DEPARTMENT LOGOS 9
- OTHER UNIVERSITY MARKS 13
- COLOR GUIDELINES 22
- TYPOGRAPHY 24
- OTHER BRAND ELEMENTS 25
- BRAND EXAMPLES 26

### CONTENT
- PHOTOGRAPHY 30
- VIDEOGRAPHY 32
- WEBSITES 33
- SOCIAL MEDIA 35
- SOCIAL MEDIA PROFILE GUIDELINES 37
- WRITING STYLE 38
- EDITORIAL STYLE 39

### OPERATIONS
- OPERATIONS OVERVIEW 44
- PROJECT BRIEF 45
- LEAD TIMES 46
- STEP ONE: SUBMIT COPY-EDITING FORM 47
- STEP TWO: SUBMIT CREATIVE AND DESIGN REQUEST FORM 49
Our brand reflects the rich history of Lindenwood University, rooted in tradition and driven by innovation.
OUR BRAND

MISSION
REAL EXPERIENCE. REAL SUCCESS.
Enhancing lives through quality education and professional preparatory experiences.

VALUES
• EXCELLENCE
• DEDICATION
• INTEGRITY
• CREATIVITY
• TEAMWORK

OUR BRAND
Our brand reflects the rich history of Lindenwood University—driven by innovation, rooted in tradition, and educating for the future.

As an all-encompassing brand, it involves historic elements such as the Sibley Crest that pay tribute to the University’s rich heritage. These elements are framed in a fresh look and feel that leans on the forward-thinking and innovation driving Lindenwood’s upward trajectory.

Our brand highlights Lindenwood’s academic excellence shares stories of both our past and future, with a call to faculty, staff, students, alumni, and community members to serve as storytellers. As brand ambassadors, these voices unite to tell the beautiful story of Lindenwood.

OUR BRAND PROMISE
The Lindenwood brand promises a high-quality education, enhanced by individualized experiences and hands-on, high-impact learning practices. Additionally, our commitment to providing these real experiences empowers students for their future, to achieve real success in their endeavors, both personally and professionally.
The elements below are used to create the visual identity of Lindenwood University in St. Charles, Mo. Reference each section below to learn more about proper usage and application in order to ensure the brand is applied consistently across all University materials.

1 UNIVERSITY LOGO
   How to use the official Lindenwood University Logo

2 UNIT AND DEPARTMENT LOGOS
   Understanding the brand hierarchy, logo visualization, and usage

3 OTHER MARKS
   When and how to use other University marks, including the crest, seal and athletics logos

4 COLOR PALETTE
   Color breakdowns and how to use the primary and secondary color palettes

5 TYPOGRAPHY
   How to acquire and use the official University typefaces and acceptable substitutes

6 ADDITIONAL BRAND ELEMENTS
   How to use additional brand elements, such as shapes, patterns, textures, a background photo treatment, photo frames and callout text templates

7 BRAND EXAMPLES
   Sample projects that highlight brand elements and correct usage
UNIVERSITY LOGO

LOGO HIERARCHY

The primary Lindenwood logo should be used if the specific unit or department logos become too small to read. The font size of the unit or department should not fall below a 6pt font (“Marketing” is at a 6pt font in the Department example below). Below is the order in which logos should be used. If readability becomes an issue, go to the level above your current logo choice. On the following pages there will be more details into each of the options below.

1. PRIMARY LOGO

LINDENWOOD UNIVERSITY

2. SECONDARY LOGO

LINDENWOOD UNIVERSITY

COLLEGE OF ARTS AND HUMANITIES

3. UNIT LOGO

LINDENWOOD UNIVERSITY

CAMPUS RECREATION

4. DEPARTMENT LOGO
UNIVERSITY LOGO

The Lindenwood University logo is the keystone of our visual identity and marketing. This logo, or a University unit or department logo, should be used on all communications materials. Using the logo consistently will enhance the recognition of the University by all audiences. The primary logo uses a rectangle layout and the secondary logo is centered in a horizontal format.

The primary logo should be the first choice when the University logo is used. When a specific size or composition is needed, it may be substituted with the secondary logo.

DO:
- Use high-resolution digital artwork on all material.
- Give the logo the proper amount of clear space.
- Ensure the logo’s integrity
- Reverse the logo on a gold or black background.
- Keep the logo intact.
- Use the primary logo with any program logo.

DON’T
- Alter the logo.
- Configure the elements into a different logo.
- Crop or remove any part of the logo.
- Distort the logo.
- Tilt the logo in any direction.
- Add any effect or treatments to the logo.
- Alter the proportions of the logo.
- Duplicate any part of the logo to create a pattern.
- Recreate the type or substitute another typeface.
- Surround logo with other competing shapes.
- Create your own logo.
COLOR OPTIONS

Both the primary and secondary university logos come in three different colors: gold, black, and white. See below for correct color combinations.
UNIVERSITY LOGO

SIZE REQUIREMENTS
The logo must be resized proportionally and in its entirety; therefore, measurements for all elements in the logo are relative to each other.

PRIMARY LOGO
When gold or black is used in printing the logo, the minimum width for the logo is 1.625 inches. When the logo appears as a white knockout on a color background, the minimum width is 1.875 inches. If a 4-color process build is used to print the logo, the minimum width is 1.875 inches.

SECONDARY LOGO
When gold and black is used in printing the logo, the minimum width for the logo is 2.5 inches. When the logo appears as a white knockout on a color background, the minimum width is 2.75 inches. If a 4-color process build is used to print the logo, the minimum width is 3 inches.
UNIVERSITY LOGO

CLEAR SPACE REQUIREMENTS

Never place the primary or secondary logo too close to other type or graphical elements. The clear space around the logo should be equal to the capital height in the word “LINDENWOOD” displayed below.
The University identity system has two levels of logos under the primary University logo: **unit** and **department**.

**UNIT LOGOS**

Unit logos are a way of branding individual units within the University. University units include approved schools, centers, institutes, foundations, and departments. Any group meeting one of these criteria is eligible to receive a unit logo, which must be created by the Lindenwood Marketing and Communications department. Unit logos can replace the primary Lindenwood University logo on printed and online materials; it is not necessary to use both logos.

**DEPARTMENT LOGOS**

Department logos are a way of branding individual groups within a University unit. Any group within a unit, such as a department, office, division or program, is eligible to receive a department logo. The decision on how to allocate department logos is made at the unit level and requires approval by the respective dean, vice chancellor, vice provost, or vice president. All department logos must be created by the Lindenwood Marketing and Communications Department. Department logos can replace the primary Lindenwood University logo on printed and online materials; it is not necessary to use both logos.
UNIT AND DEPARTMENT LOGOS

USAGE
All groups allocated a unit logo or department logo have access to a version of their respective logo. This provides flexibility of use in print and online materials.

In order to ensure consistency across the University, all words must be spelled out completely and must not be abbreviated. Non-alphanumeric characters, such as ampersands (&) and at symbols (@), may not be used.

When using a unit or department logo, the University’s full name, “Lindenwood University,” must appear elsewhere on the publication. Unit and department logos can replace the primary Lindenwood University logo on printed and online materials; it is not necessary to use both logos.

CLEAR SPACE REQUIREMENTS
Never place the primary or secondary logo too close to other type or graphical elements. The clear space around the logo should be equal to the capital height in the word “LINDENWOOD” displayed below.
UNIT AND DEPARTMENT LOGOS

SIZE REQUIREMENTS

For the unit logo, the minimum width for the logo is 2 inches. When the logo appears as a white knockout on a color background, the minimum width is 2.25 inches.

For the department logo, the minimum width for the logo is 2 inches. When the logo appears as a white knockout on a color background, the minimum width is 2.25 inches.
UNIT AND DEPARTMENT LOGOS

COLOR OPTIONS
There are only two color options for unit and department logos: black and white. White can only be used on a black background as displayed below.

UNIT LOGO

DEPARTMENT LOGO
OTHER UNIVERSITY MARKS

There are a number of logo marks associated with Lindenwood University in addition to the primary University logo and the unit and department logos. Each of these marks has specific usage criteria and guidelines. In general, they should not be considered for primary use.

LU LOGO USAGE

This option is primarily for social media use (profile images) or an area where a square composition must be used.

MINIMIZING SIZE

The logo should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS

Never place the logo too close to other type or graphical elements. The clear space around the logo should be equal to the serif width of the “L” displayed below.
OTHER UNIVERSITY MARKS

SIBLEY CREST
Usage of the Sibley crest is restricted to specific offices only and requires permission and approval from the Public Relations.

MINIMIZING SIZE
The crest should never be used where it will be too small to see the detail. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the crest too close to other type or graphical elements. The clear space around the crest should be equal to the width of the moons in the shield.

CREST WATERMARK
Sibley crest watermark on the right used to balance content on the left like the example below. Watermark should be no less that 10% black.
OTHER UNIVERSITY MARKS

OFFICE OF THE PRESIDENT LOGO
The usage of our primary logo with the Sibley Crest is reserved for the Office of the President material. For assistance, please contact Public Relations.

MINIMIZING SIZE
The logo should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the logo too close to other type or graphical elements. The clear space around the logo should be equal to the capital height in the word “LINDENWOOD” displayed below.
OTHER UNIVERSITY MARKS

UNIVERSITY SEAL
Usage of the seal is restricted and requires permission and approval from the Public Relations.

MINIMIZING SIZE
The seal should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the seal too close to other type or graphical elements. The clear space around the seal should be no less than 1/4 the diameter of the seal as displayed below.
OTHER UNIVERSITY MARKS

ATHLETICS LOGO
Usage of the athletic logos is restricted and requires permission from the Marketing and Communications Department or Athletics Department. The athletic logo should only be used to represent athletics. For assistance, please contact the Public Relations.

MINIMIZING SIZE
The athletics should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the seal too close to other type or graphical elements. The clear space around the logo should be half the capital height in “LINDENWOOD” displayed below.
OTHER UNIVERSITY MARKS

ATHLETICS SPORT LOGOS
Specific sports logos can be requested from the Marketing and Communications Department. For assistance, please contact the Public Relations.

MINIMIZING SIZE
The athletics should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the seal too close to other type or graphical elements. The clear space around the logo should be half the capital height in “LINDENWOOD” displayed below.
OTHER UNIVERSITY MARKS

J. SCHEIDEGGER CENTER LOGO
This logo should only be used in the creation of material for the J. Scheidegger Center for the Arts. For assistance please contact the Public Relations.

MINIMIZING SIZE
The logo should never be used where it will be too small to read. Smallest size displayed below.

CLEAR SPACE REQUIREMENTS
Never place the logo too close to other type or graphical elements. The clear space around the seal should equal to the “J” in J. Scheidegger Center.
OTHER UNIVERSITY MARKS

TAGLINE LOGO
This is how the University Primary logo should be displayed with our tagline of “Real Experience. Real Success.”

RETURN ADDRESS LOGO
This is how the University address should pair with our primary logo.

EMAIL SIGNATURES
Employees adding their own badges, logos, or quotes may be asked to remove anything that is not approved by the Marketing and Communications Department.

Colleges and departments can submit badges earned for consideration. This can be done through the Project Request Form and will be reviewed for possible inclusion in the signature creator.
CUSTOM PROGRAMMATIC LOGOS

The following groups and initiatives are outside the University logo system and do not have a standardized unit logo or department logo: events, studies, campus-wide initiatives, revenue generators, groups funded outside of the University, alumni groups and student groups. These groups and initiatives may create their own unique logo, which can be paired with the primary University logo, or a unit or department logo, when appropriate. Custom programmatic logos can be created for special University initiatives. Things to remember when designing these logos: they need to use University colors and font treatments. If time allows, please put in a Project Request Form and let the Marketing Department help you with our programmatic logo needs.

OTHER UNIVERSITY MARKS
COLOR GUIDELINES

The Lindenwood University brand uses both a primary and secondary color palette. The primary color palette should be used predominantly on materials, while the secondary color palette should be used sparingly as accents to complement the primary palette. Lindenwood Gold is the main color of the University and must be used at least 10% on all designs.

Adhering to the following color reproduction guidelines will help to create a consistent image and maintain the visual impact of the identity. See the following page for color breakdowns.

COLOR BREAKDOWNS

PRIMARY COLORS

**LINDENWOOD GOLD**
PMS 4515  
CMYK 30, 31, 69, 2  
RGB 182, 162, 105  
WEB #B5A36A

**BLACK**
CMYK 0, 0, 0, 100  
RGB 0, 0, 0  
WEB #000000

**WHITE**
CMYK 0, 0, 0  
RGB 255, 255, 255  
WEB #FFFFFF

SECONDARY COLORS

**BLUE**
CMYK 100, 74, 40, 32  
RGB 0, 61, 91  
WEB #003A5D

**GREEN**
CMYK 89, 42, 67, 32  
RGB 12, 90, 78  
WEB #0B5A4E

**ORANGE**
CMYK 2, 76, 100, 0  
RGB 236, 98, 36  
WEB #EC6223

**PURPLE**
CMYK 80, 100, 7, 2  
RGB 91, 44, 134  
WEB #5C0F8B

**YELLOW**
CMYK 0, 32, 95, 0  
RGB 253, 181, 37  
WEB #FCB525
COLOR GUIDELINES

COLOR USAGE

DO:
- Use at least 10% Lindenwood Gold on all designs.
- Make sure to use proper color breakdowns for specific uses.
- Use colors from the primary color palette as the main colors in a design.
- Use colors from the secondary color palette for accents only.

DON’T:
- Omit Lindenwood primary gold on any design.
- Eyeball or guess at a specific color.
- Use colors from the secondary color palette as primary colors (unless there is a specific color to be used on certain material).

SPECIFIC COLOR USAGE

TRADITIONAL UNDERGRADUATE COLORS (SECONDARY)

- PURPLE
  - CMYK 80, 100, 7, 2
  - RGB 91, 44, 134
  - WEB #5C0F8B

- ORANGE
  - CMYK 7, 87, 100, 1
  - RGB 224, 68, 3
  - WEB #E04403

- YELLOW
  - CMYK 0, 32, 95, 0
  - RGB 253, 181, 37
  - WEB #FCB525

NON-TRADITIONAL UNDERGRADUATE COLORS (SECONDARY)

- GREEN
  - CMYK 89, 42, 67, 32
  - RGB 12, 90, 78
  - WEB #0B5A4E

- ORANGE
  - CMYK 2, 76, 100, 0
  - RGB 236, 98, 36
  - WEB #EC6223

- YELLOW
  - CMYK 0, 32, 95, 0
  - RGB 253, 181, 37
  - WEB #FCB525

GRADUATE COLORS (SECONDARY)

- BLUE
  - CMYK 100, 74, 40, 32
  - RGB 0, 61, 91
  - WEB #003A5D

- ORANGE
  - CMYK 2, 76, 100, 0
  - RGB 236, 98, 36
  - WEB #EC6223

- YELLOW
  - CMYK 0, 32, 95, 0
  - RGB 253, 181, 37
  - WEB #FCB525

J. SCHEIDEGGER CENTER COLORS

- ORANGE
  - CMYK 7, 87, 100, 1
  - RGB 224, 68, 3
  - WEB #E04403

- BLUE
  - CMYK 100, 62, 7, 0
  - RGB 0, 92, 185
  - WEB #005CB9

- PURPLE
  - CMYK 68, 100, 11, 2
  - RGB 114, 35, 130
  - WEB #722282
TYPOGRAPHY

PRIMARY TYPEFACES

Trade Gothic can be used on any communication materials. It has the versatility to work well for body copy and headlines, but also on print materials, outdoor boards, and everything in between.

Arial is a great substitute because it is a universal font accessible by everyone.

TRADE GOTHIC

Trade Gothic
Trade Gothic LH
Trade Gothic LH Extended
Trade Gothic Light
Trade Gothic Light Oblique
Trade Gothic Bold
Trade Gothic Bold Two
Trade Gothic Bold Two Oblique
Trade Gothic Condensed
Trade Gothic Condensed Eighteen
Trade Gothic Condensed Eighteen Oblique
Trade Gothic Condensed Twenty
Trade Gothic Condensed Twenty Oblique

ARIAL

Arial
Arial Italic
Arial Bold
Arial Bold Italic
Arial Narrow
Arial Narrow Regular
Arial Narrow Italic
Arial Narrow Bold
Arial Narrow Bold Italic

SECONDARY TYPEFACE

Bembo should only be used with the permission of the Lindenwood Marketing Department.

BEMBO STD

Bembo
Bembo Regular
Bembo Italic
Bembo SemiBold
Bembo SemiBold Italic
Bembo Bold
Bembo Bold Italic
Bembo Extra Bold
Bembo Extra Bold Italic

SPECIAL USE TYPEFACE

Great Vibes should only be used with the permission of the Lindenwood Marketing Department.

Great Vibes
Great Vibes Regular
Great Vibes Italic
Great Vibes Bold
Great Vibes Bold Italic

BRANDING AND IDENTITY GUIDELINES
OTHER BRAND ELEMENTS

TAGLINE
Our tagline “Real Experience. Real Success.” needs to permeate everything that we do. However, it does not always have to be presented with the logo. Refer to logos on page 7 for usage and spacing guidelines. See below for an example on how our tagline can fall within a layout aligned with our primary logo.

REAL EXPERIENCE.
REAL SUCCESS.

ICONS/ICONOGRAPHY
Icons are a great way to bring more life to the brand and visually break up the copy or key points into digestible parts. Here are some guidelines and examples to follow when using icons:
• Keep them small when used to support a paragraph of copy or as a visual for a key message (pull-quote, stat, etc.).
• Stick with modern, keyline style icons as opposed to icons that are filled in.
• Icons are not to be added to any of our official or programmatic logos.
BRAND EXAMPLES

Using brand elements correctly and consistently helps to increase brand recognition for both the University as well as individual units on campus. While the brand is flexible and allows for various styles and tones, it is important to always create designs that are distinctly “Lindenwood.”

The examples below illustrate how the core and optional University brand elements can be used together to achieve a variety of visual tones and styles across many different types of materials.

DIGITAL EXAMPLES

SOCIAL MEDIA GRAPHICS

ONLINE ADVERTISEMENT
Calling all Lions! University Giving Day is an opportunity for all Lions to come together and rally around our University and its students. We’re challenging our community to raise $100,000 in a single day to ensure Lindenwood continues to remain affordable and accessible to current and future Lions. Tune into our social media channels and website for exclusive prizes and giveaways!

Anheuser Busch Leadership Room, Spellmann
11 a.m. – 1 p.m.

 leichtISE EyecrooM
AND PREGNANCY WEBINAR
GIVING WEEK ON CAMPUS!

Dr. Amanda Harrod, as they present research on the impact of COVID-19 on birth experiences. This project is a 2021 PRIDE Fund awardee and features significant elements of community-based research practices.

LARC and Evans Commons
2 – 3 p.m. CST

LARC and Spellmann for info on how to get involved, and win great prizes!

10 a.m. – 2 p.m.

Campus Signage

Visit our social media channels to celebrate these awesome Lions, and for the chance to win great prizes!

Lindenwood University Night with the Blues

Cheer on the St. Louis Blues as they take on the Philadelphia Flyers at Enterprise Center during Lindenwood University Night with the Blues!

7 p.m.

MULTI-YEAR PLEDGE
Complete the form, and mail with your gift.

Lindenwood. You have the ability to give one-time or recurring gifts.

DONATE VIA CASH, CHECK, OR MONEY ORDER

Other Securities

This method of giving enables donors to contribute more generously.

OTHER SECURITIES

Donors receive an income tax deduction equal to the fair market value of the stock on the date of the gift – thus reducing your capital gains.

ONLINE GIVING

GIVE ONLINE

Many companies encourage philanthropy by matching your gift. Simply complete the form, and mail with your gift.

LIONS BOOSTER CLUB
MEMBERSHIP GUIDE

#ONEROAR
A story has many parts, and all elements need to operate in cooperation with one another to be successful. In our words and through our images, we have a responsibility to tell the *Lindenwood story*. 
CONTENT OVERVIEW

Each section below includes guidelines and best practices for creating content that achieves the University’s communications goals.

1 PHOTOGRAPHY
Guidelines and foundational steps to creating engaging and effective photographs

2 VIDEOGRAPHY
Guidelines and foundational steps to creating engaging and effective videos

3 WEBSITES
Information about accessibility, templates and other best practices for creating websites and other online applications

4 SOCIAL MEDIA
Best practices and guidelines for communicating on social media platforms

5 WRITING STYLE
Tips for writing in a way that conveys the University's tone, message and mission

6 EDITORIAL STYLE
Guidelines for producing written content that adheres to the University's editorial style, including the University-specific AP Style Guide rules
PHOTOGRAPHY

Photography is one of the most impactful ways we communicate the Lindenwood brand. Images are often the first impression, a snapshot of the story you are telling that should represent Lindenwood in a thoughtful and effective way.

Lindenwood photography should be used in materials whenever possible. For help scheduling a photo shoot or identifying images to use for projects, please contact publicrelations@lindenwood.edu.

Photos and images should represent the diversity of Lindenwood and should reflect the tone of any accompanying copy, understanding that one image does not unilaterally resonate with every audience.
PHOTOGRAPHY

Professional headshots and formal profile portraits should be friendly and approachable. The focus should be the subject of the photo so simple backgrounds without distraction should be incorporated into the composition.

All imagery should be captured with great lighting which can be secured through natural light or artificial light sources. Avoiding direct sunlight reduces harsh shadows and is not ideal for photographing people.

ASSET DEN

The Asset Den is a management system for photos, videos, and brand resources available to the campus community. The assets in the system are high-quality, and aligned with the University’s brand standards. Access to the Asset Den can be granted to professional and student employees of the University. Please contact Public Relations for access.
VIDEOGRAPHY

Video is an impactful way to tell the Lindenwood story, and should reflect high quality in production, sound and visual aspects. It is important to use professional videography whenever possible. Requests for new video production can be submitted through the Project Request Form.

Lindenwood videography should reflect the values of the institution—excellence, dedication, integrity, creativity, and teamwork. A successful video will incorporate footage and audio that clearly represents any of these values.

All video footage should be recorded with professional equipment, and stabilized shooting. Audio should be recorded in a clear manner, with minimal background noise taped in a quiet setting. Microphones should be used to record audio when possible.
WEBSITES

Websites are valuable tools for sharing information about Lindenwood University and engaging with the University community. The guidelines below are designed to assist staff and faculty who create and manage official University websites, such as for a professional school, department, office, center or institute.

ESSENTIAL FOUNDATIONS FOR AN EFFECTIVE WEBSITE

USER ACCESSIBILITY
An effective and engaging website should be accessible to all users. Lindenwood University is committed to creating an accessible web presence. We adhere to Web Content Accessibility Guidelines (WCAG 2), Level AA and AAA; therefore, all web content contributors must develop and edit their content with accessibility in place.

CONTENT STRATEGY
Content strategy focuses on the planning, creation, delivery and governance of content. Who are the target audiences? Why do they come to this website? What should they know or do once they’re on the site? How often will the site be updated? Who is responsible for ensuring that the content is up to date? Consider these questions at the beginning of any website project to ensure that content is accurate and useful.

RESPONSIVE DESIGN
The website should work as well on mobile devices as it does on bigger screens; visitors will be frustrated if the site provides a disappointing mobile experience. A responsive website presents the same copy, images and elements no matter what device it is viewed on, but the content may be arranged differently based on screen size.

REQUIRED FEATURES

GLOBAL NAVIGATION ELEMENTS
The available templates include global navigation components that must appear (or be available on all www.lindenwood.edu pages). This includes a campus alert banner, the main navigation menu, and footer navigation menu.

DOMAIN NAMES
The University does not provide subdomains or custom domains for schools, departments, and services. Exceptions do exist, but it must be noted that the domain registration must be processed by the Department of Information Technology with Lindenwood University being the owner of the domain. The department requesting the custom domain will be responsible for any and all addition cost.

COLOR CONTRAST RATIOS
To successfully meet the accessibility standards set forth for contrast ratios. These standards are already applied by the www.lindenwood.edu style sheets. Content contributors with website content management system (web cms) access should not modify text presentation (font family, color, etc.) without the approval of Marketing and Communications.
WEBSITES

TOOLS

BIGTREE – WEBSITE CONTENT MANAGEMENT SYSTEM (WEB CMS)
Content contributors from various departments have the opportunity to receive access and training within the Web CMS in order to help facilitate their own website updates.

SITEIMPROVE – WEBSITE GOVERNANCE TOOLS / SERVICES
To help enforce and ensure accessibility compliance, Lindenwood University utilizes third party software that scans our web pages on a regular basis and indexes any errors that require review or modification.

GOOGLE LIGHHOUSE
A free tool built into the Google Chrome browser. Can be used to run individual page scans for Performance, Best Practices, Accessibility, and SEO.

WCAG CONTRAST CHECKER BY ACART COMMUNICATIONS
This site provides precise contrast ratio testing that includes an interactive picker (click the mini palette next to the hex number). Contrast Checker

LEA VEROU’S CONTRAST RATIO
This site provides a useful interface to compare foreground and background colors. Contrast Ratio

WEBAIM COLOR CONTRAST CHECKER
This site provides contrast ratio testing with helpful features that include incremental lightening and darkening options. WebAIM Color Contrast Checker

TOTAL11Y TOOLKIT CHROME EXTENSION
This tool reviews published pages and reports errors and warnings in real time. Total11y Toolkit Chrome Extension

CHROME COLOR CONTRAST ANALYZER EXTENSION FROM NCSU
This tool captures sections of the page with text on top of images and scans the pixels to determine if enough contrast exists (eyeball test). Chrome Color Contrast Analyzer

WEBSITE RESOURCES
To download web resources, including logos, photos, and font files, visit www.lindenwood.edu/brand.
SOCIAL MEDIA

As a Lindenwood University team member, you are an ambassador of our brand 24/7. That means that when you are using social media, whether for business or personal reasons, you need to be mindful that the Internet is permanent—once information is published online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous.

BE SMART
Approach the online world in the same way you do the physical one—by using sound judgment, common sense, and by following Lindenwood University policies.

BEWARE WHAT YOU SHARE
Do not post information about Lindenwood University that you would not otherwise be permitted to share, including:

- Confidential, non-public information, including non-public financial information, business plans and growth strategies
- Confidential information about our staff and students
- Other information about meetings or activities involving Lindenwood University that is not public

Use good judgment and be truthful—you are responsible for what you post. You should assume anything you post will be public and permanent, regardless of “privacy settings” or other limits you may try to place on your posting. Remember, anything you post can be saved, forwarded, and/or copied. Refer to the Employee Handbook for full and updated policies.

NETWORKING
Lindenwood University recognizes that team members may want to use professional networking sites (e.g., LinkedIn). For such sites, you may identify yourself as an Lindenwood University team member, but if you do, ensure your posts comply with Lindenwood University’s policies. You are not required to accept “friend requests” from work colleagues (including team members, supervisors, and direct reports). If you include work colleagues in your social network, be thoughtful about these decisions, since the personal information you share can impact perceptions of you in the workplace.

LANGUAGE IN SOCIAL MEDIA
Please refer to the University Values on page 3, and the Brand Attributes section on page 16 when you are using social media.

GUIDELINES AND AGREEMENTS
Official Lindenwood University social networking guidelines are available, which include information on factors to consider when creating an account, best practices for ongoing operation, and guidance regarding setup processes and account administrator requirements.

All social media accounts associated with the university must be registered with the Marketing and Communications Department and require the approval of the Social Media Specialist. Please visit www.lindenwood.edu/brand and register your account under the Online, Social, Email heading.
SOCIAL MEDIA

The Lindenwood social networking guidelines can be accessed in the following locations:

MARKETING AND COMMUNICATIONS RESOURCES
Access to brand elements and social media guidelines can be found online www.lindenwood.edu/brand

LINKS
Lindenwood University social media links are as follows:

LinkedIn: https://www.linkedin.com/company/lindenwood-university
Facebook: https://www.facebook.com/LindenwoodUniversity
Twitter: https://twitter.com/LindenwoodU (@LindenwoodU)
Instagram: https://www.instagram.com/LindenwoodUniversity (@lindenwooduniversity)

IMAGE ASPECT RATIOS AND DIMENSIONS

FACEBOOK
Dimensions and Aspect Ratios
- Profile Picture – 170 x 170px
- Cover Photo – 820 x 312px desktop (displayed taller at 640 x 360px on mobile)
- Image – recommended 1200 x 630 pixels
  - Landscape Image – 1.91:1 (1080 x 608px)
  - Square Image – 1:1 (1080 x 1080px)
  - Portrait Image – 4:5 (1080 x 1350px)
- Video – recommended 4:5 (1080 x 1350px)
  - Landscape Video – 9:16 for audience on mobile
  - Square Video – 1:1
  - Portrait Video – 16:9
- Stories – 9:16 (1080 x 1920px)
- Carousel – 1:1 (1200 x 1200px)

INSTAGRAM
Dimensions and Aspect Ratios
- Profile Picture – 320 x 320px
- Landscape Image – 1.91:1 (1080 x 608px)
- Square Image – 1:1 (1080 x 1080px)
- Portrait Image – 4:5 (1080 x 1350px)
- Video Posts – 1:91:1 (1080 x 608px) OR 4:5 (1080 x 1350px)
- Stories – 1.91:1 (1080 x 608px) OR 9:16 (1080 x 1920px)
- IGTV – 9:16 (1080 x 1920px)
- IGTV Cover Photos – 1:1.55 (420 x 654px)
- IG Live – 9:16 (1080 x 1920px)

TWITTER
Dimensions and Aspect Ratios
- Profile Picture – 1:1 (400 x 400px)
- Header Image – 3:1 (1500 x 500px)
- Banner Image – 3:1 (1500 x 500px)
- Image Post Size – 16:9 (1200 x 675px)
- Twitter Moments – 9:16 recommended

LINKEDIN
Dimensions and Aspect Ratios
- Profile Picture – min (400 x 400px) to max (7680 x 4320px)
- Cover Image – 4:1 (1584 x 396px)
- Image Size – 1.91:1 (1200 x 627px)
- Blog Link Image – 1.91:1 (1200 x 627px)
- LinkedIn Stories – 9:16 (1200 x 627px)
Lindenwood University’s brand should be reflected on all of our social media platforms—especially in profile and cover photos. Follow the guidelines below when creating these photos. Please contact the Marketing and Communications Department with any questions regarding acceptable social media photos before posting them.

**ACADEMIC PAGES**

**PROFILE PHOTOS**
Acceptable profile photos include:
- The interlocking LU logo
- The Lindenwood Lion from the Athletics logo
- Approved academic college logo
- Images relevant to the academic college

Additional organizations affiliated with Lindenwood can use their own approved logos.

Be sure to adhere to the social media platform’s suggested dimensions when creating the profile photo. Be sure that the whole logo is visible—it should never be cropped. Do not recreate or use photographs of the logo.

**COVER PHOTOS**
Cover photos should use visual elements that reflect your college, program, or organization. In addition to visual storytelling, this is a good place to highlight upcoming events or iconic spots on campus. Only use high-resolution imagery. If text is being added, it is good practice to cover no more than 20% of the area. Also make sure that the text is not blocked by other profile elements. Be sure to follow the social media platform’s suggested dimensions when creating the cover photo. If a logo is being used, be sure that the whole logo is visible—it should never be cropped. Do not recreate or use photographs of the logo.

**ATHLETIC PAGES**

**PROFILE PHOTOS**
Any of the outlined athletic logos on page 6 are acceptable profile photos. Be sure to follow the social media platform’s suggested dimensions when creating the profile photo. Be sure that the whole logo is visible—it should never be cropped. Do not recreate or use photographs of the logo.

**COVER PHOTOS**
Cover photos should use visual elements that reflect the team, squad, or organization. Suggested imagery includes: team photos, player images, game photos, and stadium/field images. Only use high-resolution imagery. If text is being added, it is good practice to cover no more than 20% of the area. Also make sure that the text is not blocked by other profile elements. Be sure to follow the social media platform’s suggested dimensions when creating the cover photo. If a logo is being used, be sure that the whole logo is visible—it should never be cropped. Do not recreate or use photographs of the logo.
WRITING STYLE

Telling the Lindenwood story is the essence of our writing. Our copy should be simple and clear, speak in a conversational tone, and embody Lindenwood’s quality of education and professional preparatory experiences. Language should center around Lindenwood University’s commitment to tradition, while highlighting the innovation and forward-thinking of the institution.

Our writing should highlight the campus happenings and speak to the real experiences and real successes of our campus constituents—faculty, staff, students, and alumni.

TONE WORDS

The following words should inform writing and serve as a guide for the content. The tone of Lindenwood writing should always mirror our university values:

- Excellence
- Dedication
- Integrity
- Creativity
- Teamwork
- Future
- Innovation
- Forward-Thinking
- Traditional
- Engagement
- Community

WHY WRITE?

Communication from Lindenwood University should seek to answer the following questions: Why is Lindenwood University communicating about this topic or situation? What makes Lindenwood’s involvement with this topic or situation significant?
EDITORIAL STYLE

Lindenwood University seeks to maintain consistent writing to unify our delivery of messages. Lindenwood generally follows Associated Press (AP) style, but exceptions are made on occasion. University standards, and AP style exceptions are outlined below.

ACADEMIC DEGREES

Examples of degrees awarded by Lindenwood include the following:
• bachelor of arts: BA, a bachelor’s
• bachelor of science: BS, a bachelor’s
• master of arts: MA, a master’s
• master of business administration: MBA
• master of public administration: MPA
• doctor of education: EdD

Use an apostrophe in casual reference to a bachelor’s degree. However, there is no possessive in formal references, such as a Bachelor of Arts or Master of Science. Use abbreviations such as BA, MA, and EdD only after a full name, and include periods in academic titles. When used after a name, the academic abbreviation is set off by commas.

Example: Brad Hansen, EdD, gave a guest lecture to graphic design students last week.

ACADEMIC DEPARTMENTS

When referring to a department by name, use its full name and capitalize it.

Example: the Chemistry Department, the History Department

Casual references to a particular subject should not be capitalized.

Example: She studied chemistry for two years. His degree is in history

The exception is when the subject name is a proper noun in which case it should be capitalized on all references.

Example: English, French, American studies

ACADEMIC COLLEGES

The first reference to Lindenwood’s academic colleges should use the full name and capitalize it—Plaster College of Business and Entrepreneurship.
EDITORIAL STYLE

ACRONYMS
Do not use acronyms on first reference unless the particular group is well known by the acronym and use of the acronym will eliminate any confusion (i.e.: ROTC, NBC)

ADDRESS
The address of the main Lindenwood campus should be expressed as follows:
Lindenwood University, 209 S. Kingshighway, St. Charles, Mo., 63301
When no street number is included, the entire street name should be spelled out (The campus is located on South Kingshighway).

ATHLETICS
Lindenwood University competes in NCAA Division I athletics. The one in Division I should be an uppercase “I” (roman numeral) and not the number “1”.

ALUMNI
All alumni should be identified with class year. Include graduate designations for alumni who did not earn undergraduate degrees from Lindenwood. Examples: Susan Brewer ’94, Janet King ’14 (EdD)
Appropriate variations to distinguish alumni should be used when relevant.
• alumna = one female graduate
• alumnae = two or more female graduates
• alumnus = one male graduate
• alumni = individual non-binary graduates, groups of two or more graduates that are comprised of male, non-binary, or a variety of genders

BOARD OF TRUSTEES
Lindenwood University’s governing body that oversees the institution. Full name should be used on first reference, and BOT abbreviation may be used on subsequent references.

COMMENCEMENT
Capitalize in all uses associated with the University’s Commencement ceremonies held in May and December and capitalize if using with Spring Commencement or Winter Commencement. Graduation is an acceptable alternative and preferred for social media. Lowercase graduation.
EDITORIAL STYLE

DATES
Specific dates are to be expressed with the day of the week first, followed by the month and, if applicable, the year.

Example: Monday, September 14, 2020

Always use Arabic numbers without st, nd, rd, or th. When using a day and date in a sentence, set off the date with commas.

Example: Spring break will start on Monday, April 14, and end on Monday, April 27

When listing only a month and year, do not abbreviate the month or set off the year with commas.

Example: January 1827 was a cold month

When a month is used with a specific date, always abbreviate per AP Stylebook—Jan., Feb., Aug., Sept., Oct., Nov., Dec. Always spell out March, April, May, June and July, and spell out all months when used without a specific date.

HOME COMING
Capitalize in uses associated with the University’s Homecoming event held in October.

LINDENWOOD UNIVERSITY
Lindenwood is acceptable on second reference.

NAMES
Always use a person’s first and last name in first reference. On second reference, use last name only. Do not include courtesy titles such as Mr., Mrs., Miss, Ms., Mx., or M. unless they are part of a direct quote or needed to decipher between two people with the same last name.

NUMBERS
Ordinal numbers, first through ninth, should be spelled out. Figures 10th and above can be used when describing order or time. Numbers indicating political or geographic order should use figures in all instances.

Example: 2nd District Court, 12th ward.
EDITORIAL STYLE

OXFORD COMMA
Lindenwood University uses the Oxford comma in all University publications and communications.

SEMESTER
When used with a season (fall semester, spring semester) the term should be lowercase. Seasons with a specific date should be capitalized if both the season and the year are included in the instance.

Example: Fall 2022, Spring 2022

TIME
When expressing time, use lowercase a.m. and p.m., with periods. Always include a space between the time and a.m. or p.m. If it is an exact hour, :00 is not required to follow the hour. When indicating a range, it is necessary to include a.m. or p.m. after the end of the range. If the time frame spans both a.m. and p.m. hours, both should be included.

Example: 3 p.m., 11:45 a.m., The event is from 3–5 p.m. Susan’s class is from 10:30 a.m.–2 p.m

TITLES
Capitalize formal University job titles, but only when the complete title is used. The titles of other university officials would only be capitalized following AP Stylebook rules which calls for capitalization only when the title precedes the official’s name.

Example: Student Government President Emily Hansen called the meeting to order. Brad White, president of the Student Government, called the meeting to order.

UNIVERSITY
Capitalize “university” when used in conjunction with Lindenwood’s name, or when used in reference to Lindenwood even when the name is not associated with the term. Only refer to Lindenwood as the university after it has been identified as Lindenwood University on first reference. Uppercase use of University when referring specifically to Lindenwood University.

WEBSITES AND URLS
When listing a website on a printed document or in a digital space, do not use http:// in front of the address.

Example: www.lindenwood.edu
The University’s Marketing and Communications Department stand ready to support you and your marketing and communication needs. On the following pages you will find some helpful hints to ensure your projects move smoothly through the system.
OPERATIONS OVERVIEW

Each section below includes guidelines to successfully enter a project request for the Marketing and Communication Department.

1. PROJECT BRIEF
2. PROJECT LEAD TIMES
3. STEP ONE: SUBMIT COPY-EDITING FORM
4. STEP TWO: SUBMIT CREATIVE AND DESIGN REQUEST FORM
Completing a detailed Project Brief will not only ensure your marketing request is meeting your intent, it will serve as the guidepost for the marketing team as they develop your marketing materials. This brief should be included with your project request.

<table>
<thead>
<tr>
<th>INSERT DATE HERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Insert info here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert info here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal One</td>
</tr>
<tr>
<td>Goal Two</td>
</tr>
<tr>
<td>Goal Three</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TARGET AUDIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Target</td>
</tr>
<tr>
<td>Secondary Target</td>
</tr>
<tr>
<td>Secondary Target</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNICATION MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert info here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOICE AND TONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert info here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPETITIVE ANALYSIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitor 1</td>
</tr>
<tr>
<td>Competitor 2</td>
</tr>
<tr>
<td>Competitor 3</td>
</tr>
</tbody>
</table>

LINDENWOOD.EDU
REAL EXPERIENCE. REAL SUCCESS.
Then you need to assess your project lead times. If your project falls within the lead times, it is recommended you reach out to the Marketing Director to ensure the shorter deadline can be met.

### MARKETING AND COMMUNICATIONS

#### CREATIVE LEAD TIMES

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>TOTAL LEAD TIMES</th>
<th>CREATIVE LEAD TIME (from PRF submission)</th>
<th>PRODUCTION LEAD TIME (upon PO approval)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website Edit</td>
<td>3 business days</td>
<td>3 business days</td>
<td>N/A</td>
</tr>
<tr>
<td>Digest Submission</td>
<td>3 business days</td>
<td>3 business days</td>
<td>N/A</td>
</tr>
<tr>
<td>Unit &amp; Department Logos</td>
<td>1 week</td>
<td>1 week</td>
<td>N/A</td>
</tr>
<tr>
<td>Programmatic Logos</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>New Web Page</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>CMS Access</td>
<td>2 weeks</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Email Graphics &amp; Headers</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Social Media Graphics / Posts</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Graphics for Campus Monitors</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Marketing Ads</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy Editing (20 pages or less)</td>
<td>2 weeks</td>
<td>2 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Copy Editing (Greater than 20 pages)</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Flyers</td>
<td>3 weeks</td>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Press Release or Website Story</td>
<td>3 weeks</td>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>New Photography / Photo Shoot</td>
<td>3 weeks</td>
<td>2 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Billboards</td>
<td>4 weeks</td>
<td>4 weeks</td>
<td>N/A</td>
</tr>
<tr>
<td>Awards &amp; Posters</td>
<td>4 weeks</td>
<td>3 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Banners &amp; Yard Signs</td>
<td>4 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Postcards / Invites / Handouts</td>
<td>4 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Videography / Video Shoot</td>
<td>4 weeks</td>
<td>2 weeks</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Bi &amp; Tri-Fold Brochures</td>
<td>5 weeks</td>
<td>4 weeks</td>
<td>1 week</td>
</tr>
<tr>
<td>Orientation Guides &amp; Handbooks</td>
<td>6 weeks</td>
<td>4 weeks</td>
<td>2 weeks (if printed)</td>
</tr>
<tr>
<td>Stewardship &amp; Appeal Fund Pieces</td>
<td>6-8 weeks</td>
<td>2-4 weeks (each)</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Commencement Programs</td>
<td>9 weeks</td>
<td>6 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Scheidegger Season Brochure</td>
<td>9 weeks</td>
<td>6 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Large Event Print Collateral (Dark Carnival, Homecoming, etc.)</td>
<td>9 weeks</td>
<td>6 weeks</td>
<td>3 weeks (if printed)</td>
</tr>
<tr>
<td>Retractable Banners &amp; Photo Backdrops</td>
<td>9 weeks</td>
<td>4 weeks</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Decals (ex. Parking Decals)</td>
<td>9 weeks</td>
<td>3 weeks</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Info / Display Board Panels</td>
<td>11 weeks</td>
<td>8 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Program / Degree Slicks</td>
<td>3 months</td>
<td>8 weeks</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Annual Report</td>
<td>4 months</td>
<td>3 months</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Admissions Viewbook &amp; Support Pieces</td>
<td>7 months</td>
<td>6 months</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

**ALL REQUEST MUST BE SUBMITTED ONLINE AT WWW.LINDENWOOD.EDU/PRF**
**STEP ONE: SUBMIT COPY-EDITING FORM**

Once you have successfully created your Project Brief and have reviewed your lead times, you are ready to enter in the request in the system.

Submit a project request form.

To request Copy Editing and Creative & Design services, you will need to fill out a Copy-Editing form AND a Creative and Design form.

- Start by entering your name and preferred email.
- Describe what the intention of the request is for by selecting one of the strategic plan initiatives.
- Select the Communications and Public Relations option.
- Click “Next”.
- Select the Copy Editing option.
STEP ONE: SUBMIT COPY-EDITING FORM

• Fill out all sections that pertain to your request.
• Make sure to include the Copy you are requesting to be edited.
• Before submitting any request, be sure to reference the current Creative Lead Times for all projects.
• Check all fields to confirm everything is correct and submit the Communications and Public Relations Request.

Submit Communications and Public Relations Request
STEP TWO: SUBMIT CREATIVE AND DESIGN REQUEST FORM

Once you have submitted your Communications and Public Relations Request, navigate back to the Project Request Form’s first page and begin a new request form.

If you have worked with the communication team on copy editing, be sure to upload a clear and clean version of your text/visual copy.

- Start by entering your name and preferred email.
- Select the Creative and Design option.

**FOR NEW DESIGN PROJECT**
- Download the creative brief, complete the form, and upload it to your request.
- Upload your project file.
- Consider whether you have answered the 5 W’s: Who, What, When, Where, and Why, with your request.
- Complete all fields.
- Before submitting any request, be sure to reference the current Creative Lead Times for all projects.
- Submit Creative and Design Request.

- Describe what the intention of the request is for by selecting one of the strategic plan initiatives.
- Click “Next”.
- Select the type of request you are entering.

**Type of Request**
- Creative and Design
- Communications and Public Relations
- Website and Digital
- Photography & Videography

**Type of Request**
- New Design Project
- Revision or Reprint of Previous Design Project
- Request Consultation

Submit Creative and Design Request Form
STEP TWO: SUBMIT CREATIVE & DESIGN REQUEST FORM

FOR REVISION OR REPRINT OF PREVIOUS DESIGN PROJECT

• Upload a file or include your revisions in the provided text box.
• Complete all fields.
• Before submitting any request, be sure to reference the current Creative Lead Times for all projects.
• Submit Creative and Design Request.

FOR REQUEST CONSULTATION

• Upload your file.
• Before submitting any request, be sure to reference the current Creative Lead Times for all projects.
• Consider whether you have answered the 5 W's: Who, What, When, Where, and Why, with your request.
• Check all fields to confirm everything is correct and submit the Creative and Design Request.

Submit Creative and Design Request