



## REQUEST FOR TRADEMARK USE UNIVERSITY DEPARTMENTS

PLEASE COMPLETE THIS FORM AND RETURN ALONG WITH PROPOSED ARTWORK TO  
[BrandCenter@osu.edu](mailto:BrandCenter@osu.edu)

ALLOW 5-10 BUSINESS DAYS FOR REVIEW

### CONTACT INFORMATION

Department Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

### INDICATE HOW WILL THE ITEM(S) BY USED:

- ☐ Given to Faculty or Staff      ☐ Giveaway at Off-Campus Department-sponsored Event  
☐ General Internal Office Use      ☐ Giveaway at On-Campus Department-sponsored Event  
☐ Sold to Faculty, Staff or Students      ☐ Other (write in): \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date (m/d/yy): \_\_\_\_\_

Event Description (please limit to 50 words):

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### PRODUCT INFORMATION. [Apparel and Promotional Products](#)

#### Product 1:

Product Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Supplier requested to fulfill the order \_\_\_\_\_

#### Product 2:

Product Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Supplier requested to fulfill the order \_\_\_\_\_

#### Product 3:

Product Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Supplier requested to fulfill the order \_\_\_\_\_



**REQUIREMENTS:**

- Pre-approval by the Office of Trademark and Licensing Services (TLS), 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 via email as listed.
- Use of Ohio State licensed manufacturer/vendor for all department, student organization and sport club requests.
- Use of Ohio State licensed manufacturer/vendor for all product for give-away or gifts.

**SPORT CLUBS:**

- Sport Club Teams must be registered and recognized through Ohio State University Rec-Sport Program.
- For uniforms or competition-required apparel exempt from royalties.
- Use of a licensed vendor required unless a licensed vendor cannot be identified by Trademark and Licensing.
- All designs are to be submitted to Trademark and Licensing for approval with completed form.

**ROYALTY REQUIRED ON PRODUCTS:**

- Sold to general public.
- Sold to club or society members, family, or friends.
- Sold to faculty, staff or students.
- Use for fundraising within the university unit, department or student organization.

**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 benefits the students of The Ohio State University through the *Name and Seal Scholarship Fund*. Scholarships from the *Name and Seal Scholarship Fund* are awarded to students based both on academic achievement and financial need.