

BACKGROUND:

All event-related printed materials that include the name of the Chancellor, Executive Vice Chancellor and Provost, or Mrs. Block **requires approval prior to publication and/or distribution.** The Office of Special Events and Protocol coordinates this process. Such printed materials, include, but are not limited to the following:

- Invitations, save-the-date cards (printed or electronic)
- Programs, tribute books, brochures
- Commemorative language on awards and plaques
- Promotional, event-related advertisements

PROCESS:

- Submit materials to Patricia Lippert (x 4-8604), Associate Director, UCLA Special Events and Protocol, tricial@support.ucla.edu, fax 310-794-8208.
- All materials (design and text) should be provided in electronic format (PDF or JPEG), with a mock-up if the design and layout is complex.
- To comply with university efforts to cut back on printed materials, every effort should be made to use email invitations, utilizing printed invitations only for those whom we do not have email addresses. This will often mean there will be both email and print versions of an invitation distributed for an event.
- When submitting email invitations with graphics included, also submit a plain text version for those who have email programs that do not support graphics.
- Special Events and Protocol will review the materials, forward them to the Chancellor's Office and provide you with feedback and/or approval.
- Materials may not go to print until approval has been received.
- For information on design basics and protocol, see the Chancellor's Invitation Styleguide located on the Special Events and Protocol website Protocol Guidelines section at <http://www.specialevents.ucla.edu/guidelines.html>.

SCHEDULE:

Allow seven (7) business days for review and approval by Special Events and Protocol and the Chancellor's Office. The schedule presumes the printed materials have been reviewed and approved by your department prior to its submission to Special Events and Protocol.