



## LOGO USAGE & APPROVAL FORM

August 2014

As we launch a new year and a new logo, we are establishing a new procedure for Logo usage for all Resurrection printed materials and other items. This includes all mass produced **correspondence, certificates, awards, liturgical programs, event programs, invitations, publications, promotional items, t-shirts, etc.** Our school image, identity and logo should be consistent and well represented.

It is not our intent to create more work, but rather to install a system that can be quickly followed and implemented while assuring the highest quality standards.

### **Before using our logo on any items or print material, please be sure to:**

- 1) Read the logo guidelines - these will be e-mailed to you and may also be found on the website.
- 2) Download and save the highest quality resolution logo available.
- 3) Correctly size and place the logo in the most aesthetic manner - not too big, not too small, the right format for the right application.

### **In order to assure these standards are being met, we are asking that you:**

- 1) Fill out and use the attached **Logo Approval Form** as you begin any logo usage project. Please attach a preliminary mock up/design concept for approval and sign off.
- 2) Once this is approved, please work with an approved vendor (list attached) for best pricing and design. Please get 2 quotes.
- 3) Finally submit a **final proof** along with pricing for **final approval** and sign off before placing any order.

If you have any questions, please contact Kathleen Heneghan, Katie Kikos or Tam Bernardin.

### **Special Note for Clubs, Camps, Jr. Bandit apparel:**

It is not necessary to use an official logo on items purchased for these groups. We do however ask that the name - "Resurrection College Prep" or "Resurrection College Prep High School" be placed somewhere on the item for school recognition. Also, since an official logo is not being used, these groups are not restricted using only the mandated school colors (red, white, black and grey).

**Designs for apparel do need to be approved** by either Tam Bernardin (school clubs), Katie Kikos (Athletics), or Kathleen Heneghan (promotions/Jr. Bandit/general use).

**Date:** \_\_\_\_\_

## Approval Form for the use of Resurrection College Prep High School Logo

Please read over the Logo Usage Guidelines for complete information on proper logo usage.

**Use an approved electronic version of our logo.**

Logo must be used in its original form and may not be altered in any way.

**Attach a preliminary mock up of your artwork with this form.**

Please allow **one week** for approval. Complete this form and return to Kathleen Heneghan at [kheneghan@reshs.org](mailto:kheneghan@reshs.org)

Questions may be directed to Kathleen Heneghan at [kheneghan@reshs.org](mailto:kheneghan@reshs.org) or 773.775.6616 Ext 125.

**Department/Club/Office Requesting Use of Logo:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Logo will be used on:** (circle one)

T-shirts, promo items, brochures, program, awards, certificate, invitations, document, other \_\_\_\_\_

**Description of item:** \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Given to prospective students   | <input type="checkbox"/> Athletic Team Apparel           |
| <input type="checkbox"/> Given to alumnae                | <input type="checkbox"/> Sold to alumnae                 |
| <input type="checkbox"/> Given to parent or grandparents | <input type="checkbox"/> Sold to parents or grandparents |
| <input type="checkbox"/> Given to general public         | <input type="checkbox"/> Sold to students/staff/faculty  |
| <input type="checkbox"/> Given to students/staff/faculty | <input type="checkbox"/> Sold to general public          |
|  | <input type="checkbox"/> Sold to students/staff/faculty  |

**What budget will be paying for these items?** (Example: Club fees, Athletic fees, Department budget, etc.)

\_\_\_\_\_

Quantity to be ordered: \_\_\_\_\_ Estimated cost of each item: \_\_\_\_\_ Sale price of item (if applicable): \_\_\_\_\_

**If items will be sold:**

**Where and when will they be sold?** \_\_\_\_\_

**Who is selling items?** \_\_\_\_\_

**How will proceeds be used?** \_\_\_\_\_

\_\_\_\_\_

**Preliminary mock up/design approval:**

Club Approval Signature: \_\_\_\_\_  
(Tam Bernardin)

Athletic Approval Signature: \_\_\_\_\_  
(Katie Kikos)

Logo Usage Approval Signature: \_\_\_\_\_  
(Kathleen Heneghan)

**FINAL APPROVAL IS ALSO NECESSARY** - see next page for vendor info & final approval signature sheet

**PREFERRED VENDOR LIST**

It is our desire to use a limited number of vendors for our logoed items & club t-shirts. This helps us with consistent quality control, best pricing and Development resources.

If you would like to suggest a vendor that is not on this list, please talk to Kathleen Heneghan. We ask that you **get at least two quotes for every project**. At least one quote has to be from a vendor listed below.

**Athletics, Uniforms & Equipment**  
 BSN Sports (Jeff Chaney) 815.955.3817  
[www.bsnsports.com](http://www.bsnsports.com)  
 jchaney@bsnsports.com

**Clothing and Promotional items**  
 CR Promotions, Contact: Chris Ries  
 1212 S. Naper Blvd., Suite 119-140, Naperville, IL 60540  
 630.470.9059; cell phone: 630.290.3199  
[www.cr-promotions.com](http://www.cr-promotions.com)

**T-shirts**  
 Cleonardo (Teresa Gillespie) 847.253.5484  
 638 Anthony Trail, Northbrook, IL 60062  
[www.tshirtsbycleo.com](http://www.tshirtsbycleo.com)  
 info@tshirtsbycleo.com

All Seasons Screen Printing 773.736.1213  
 5470 N. Elston Ave, Chicago 60630  
[www.allseasonsspe.com](http://www.allseasonsspe.com)

Might Mites 847.297.0035  
 1297 Rand Road, Des Plaines, IL 60016  
[www.mightymitesawards.com](http://www.mightymitesawards.com)  
 mightymitesawards@gmail.com

Custom Ink  
[www.customink.com](http://www.customink.com)

**Promotional items**  
 Paragon Promotions, Inc. 773.755.1010  
[www.paragonpromotions.com](http://www.paragonpromotions.com)  
 rfolley@paragonpromotions.com (Ryan)

KAB Promos, 312.307.0066  
[www.kabpromos.com](http://www.kabpromos.com)  
 michelle@kabpromos.com (Michelle)

**Printing**  
 Clementi Printing, 773.622.0795  
 2832 N. Narragansett Avenue, Chicago, IL 60634  
[www.clementiprinting.net](http://www.clementiprinting.net)

**Quote 1**

Vendor \_\_\_\_\_  
  
 Price per item \_\_\_\_\_  
  
 Total price \_\_\_\_\_

**Quote 2**

Vendor \_\_\_\_\_  
  
 Price per item \_\_\_\_\_  
  
 Total price \_\_\_\_\_

**Name of Selected Vendor:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Final cost of item:** \_\_\_\_\_ **Final Quantity:** \_\_\_\_\_ **Final Proof Attached:** \_\_\_\_\_

**Final Artwork Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Club Approval Signature: \_\_\_\_\_

Athletic Approval Signature: \_\_\_\_\_

Logo Usage Approval Signature: \_\_\_\_\_