

PROCEDURE LIT.6.03.01 REQUESTING PROMOTIONAL ITEMS

SCOPE: Faculty and Staff

1. Internal Requests for LIT Marketing Materials

1.1. All promotional items including giveaways for prospective students, alumni, faculty, staff, donors and community members, must be branded and approved by the Director of Communications and Marketing prior to order.

1.1.1. General standards for promotional items are outlined in the LIT Branding Guidelines document.

2. External Requests for LIT Marketing Materials

2.1. The Department of Communications and Marketing maintains a small selection of LIT branded items for promotional giveaway. To request promotional items from Lamar Institute of Technology, please complete the Promotional Item Request Form available on the Department website or at lit.edu/news.

2.2. The Director of Communications and Marketing will review all requests based upon current inventory, timeline of requests, alignment to college vision and mission, and compliance with LIT and Texas State University System policy and state law.

2.3. For more information, contact the Department of Marketing and Communications at marketing@lit.edu.

Related Policies: LIT.6.03 Promotional Items

Relevant Forms/Documents: Promotional Item Request Form, LIT Branding Guidelines

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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