

## POLICY LIT.6.03 PROMOTIONAL ITEMS

**SCOPE:** Employees and Community

Promotional products are a tangible way to raise awareness and create a connection with LIT stakeholders. This policy is to ensure that all promotional items are created and distributed in a manner that meets brand standards and portrays LIT in a positive light.

1. The Department of Communications and Marketing is responsible for internal and external requests for promotional items.

1.1. All printed and electronic material intended for internal/external distribution must be developed and produced under the guidance of the department.

**Related Procedures:** LIT.6.03.01 Requesting Promotional Items

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:**

**Relevant SACSCOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

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