



Logo Request and Usage Form

(For CLTCC staff, faculty, students, partners, sponsors and vendors, etc.)

If you would like to use the CLTCC logo, you must request permission and adhere to CLTCC's graphic identity guidelines. Approvals are for one-time use only. Subsequent use of the logo will need to be requested on a new form. Please indicate which logo you need for your project. Email the completed form to marketing@cltcc.edu.

Date of Request:	
<i>Please allow two to three days for requests to be filled.</i>	
CLTCC Department or Company Name:	Alexandria Main Campus _____ Cottonport Campus ___ Ferriday Campus ___ Jena Campus ___ Leesville Campus ___ Many Campus _____ Natchitoches Campus ___ Oakdale Campus _____ Winnfield Campus ___
Name (Individual Making the Request):	Address:
Title:	Phone:
Email:	Date Logo is Needed:
Logo Requested (circle one): 1. Two-color logo (blue/gold) 2. Blue logo 3. Gold logo 4. Black logo 5. White logo	
Style (circle one): 1. Horizontal 2. Vertical	
Format: _____	
The CLTCC logo is available in several file formats. Digital files with an .eps extension should be used for printed materials such as brochures, annual reports, giveaways, banners, etc. Digital files with a .jpg extensions or .png extensions should be used for online projects. If you are sending artwork to a vendor, please consult with the vendor for their preferred file format prior to production.	
Explain in detail why a logo is being requested (how it will be used):	