* Template guidelines
	+ The templates included in this UBox should be used for all marketing/outreach materials coming out of the College of Humanities in order to maintain a unified and consistent brand.
	+ Anyone creating marketing materials should use these templates
	+ The UBox contains many options. Each design includes an example and a poster template with coordinating UBN and social media templates.
		- Each design allows space for a title, image, logo and detailed information.
		- Please use one design per project
		- If you need assistance with adding your assets to the templates, please contact Kayli Timmerman.
	+ Please do not manipulate, change or edit the template design or color scheme.
	+ Kayli Timmerman is available to help with design work, as needed. She will be utilizing these same templates for all design requests.
		- For other marketing materials such as lawn signs, brochures, bookmarks, etc., please submit a graphic design request.
* Graphic Element Guidelines
	+ Use your respective graphic element on all outreach materials
	+ Use your assigned color or the white or black versions. The red and rainbow are only for use by the college marketing team.
	+ Logos and templates are also located on the website under Media Kit. Please direct anyone creating outreach materials to this site.
* Questions? Contact Jana Cunningham or Kayli Timmerman.