BRANDING

All communication materials must include approved Texas Tech University School of Law logos. There are several approved logos available, including the special 45th Anniversary logo above for use during this academic year. The logos can be emailed to you by contacting kari.abitbol@ttu.edu or oscar.natividad@ttu.edu.

REVIEW

Drafts of printed and electronic media for external publication must be reviewed and approved by the communications department and the Dean before it can be distributed. This includes advertisements, items posted on website pages, and flyers distributed or viewed outside of the law school building.

MEDIA AUTHORIZATION

Media Authorization Forms must be secured from guest speakers for all speeches, including webcast and videotaped presentations. This will secure permission to post the recorded speech or photographs on the law school website, newsletters, magazines, and other publications. The consent & release forms are on the Media Resources page at www.law.ttu.edu.

INTERNAL COMMUNICATION

Communication intended for internal usage through MyTechLaw or bulletin boards does NOT need to have prior approval from the communication department. However, if TTU law school logos are used, they must be the approved logos.

Postings for TechLawAnnounce and MyTechLaw should be submitted through the proper channels and do not need to be run through the communication department.

Changes needed for student organization webpages should be requested through the IT/computer support department. This can be accomplished by emailing computersupport.law@ttu.edu, or by calling the IT department or using the online submission form at http://mytechlaw.law.ttu.edu/Departments/IT/Legacy/it/RequestHelp/default.aspx.

Requests for web content editing (not website redesign) should go through this process as well.