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OUR BRAND IS

The perception, shaped by every single experience (touch point) a person has with Texas State University.

A strong brand tells a story and one that rings true.

excerpted from Three and A Tree, by 160 over 90

WHY ARE BRANDS IMPORTANT?

If we don’t define our brand, other people will create one for us.

A strong brand attracts:
The best students, faculty, staff and stakeholders.

Our brand sets Texas State apart from the competition.
BRAND
TOUCH POINTS

Athletic events, uniforms and broadcasts

A campus visit and guided tour

College day at elementary schools

Word of mouth from individuals

University affiliated events, lectures, community involvement

Research initiatives and developments

Our university website

Admission recruitment direct mail materials, events, college fairs, high school counselor updates

Social media networks

External advertising: magazines, billboards, online, radio, television commercials

And the list goes on...
BRAND GUIDELINES

Texas State University // Office of University Marketing // 04.13.17
PRIMARY LOGO

The logo has three components: the star icon, a black rule and the word mark.

Horizontal must be at least 1.5” wide excluding registration mark.

Vertical must be at least 1” wide excluding registration mark.

Must appear prominently on cover or front of all visual communications.

Must always appear with the tagline: The rising STAR of Texas

Alternate color options are available for download at umarketing.txstate.edu/logos.

The logo is registered with the Patent and Trademark Office of the United States and the state of Texas.
SECONDARY LOGO

Horizontal must be at least 1.5” wide excluding registration mark.

Vertical must be at least 1” wide excluding registration mark.

For use on merchandise or promotional items; alignment is often determined by the imprint area available on the item.

Does not have to display the tagline

Alternate color options are available for download at umarketing.txstate.edu/logos.

The logo is registered with the Patent and Trademark Office of the United States and the state of Texas.
ONE- & TWO-COLOR LOGOS

One- and two-color logo options are available for download at umarketing.txstate.edu/logos.

Make sure background colors or photos provide enough contrast with logos.
All Round Rock Campus logo versions are available for download at umarketing.txstate.edu/logos.

Horizontal must be at least 1.5” wide excluding registration mark.

Vertical must be at least 1” wide excluding registration mark.

Must always appear with the tagline: The rising STAR of Texas

The logo is registered with the Patent and Trademark Office of the United States and the state of Texas.
PRIMARY
ATHLETIC LOGO

Texas State Logo Approvals
For approval to use a Texas State logo on apparel or other merchandise, please complete an online request form [TxStateBobcats.com/licensing](http://TxStateBobcats.com/licensing) and direct questions to Bryan Miller at bryanmiller@txstate.edu or 512.245.2114.

All marks can be used by anyone affiliated with the university.

For items, graphics, projects, events that are more spirit/Bobcats/athletic in nature, you can use the spirit marks.

Access to spirit marks are more protected for licensing/retail purposes.

Orientation of SuperCat to word mark can be on top (more important) or to the right (moving forward).
SECONDARY ATHLETIC LOGO

SuperCat only

SuperCat should always face to the right or in special cases face forward (i.e., side of a helmet)

If the federal registration symbol “®” is not straight, then you have rotated the logo.
OUR LOGO SYSTEM

**PRIMARY LOGO**

Horizontal

**SECONDARY LOGO**

Horizontal

**ACADEMIC & ADMINISTRATIVE LOGO**

Serif

**ACADEMIC & ADMINISTRATIVE LOGO**

Sans Serif

**TEXAS STATE UNIVERSITY**

*The rising STAR of Texas*

**TEXAS STATE**

**TEXAS STATE GEOGRAPHY**

*The rising STAR of Texas*
ACADEMIC & ADMINISTRATIVE LOGOS

Texas State has a logo system that allows for identification of colleges, schools, centers, institutes, divisions, departments, units and chartered student organizations.

Exceptions are made for named colleges and centers.
ACADEMIC & ADMINISTRATIVE LOGOS

We send you one main .zip compressed folder that expands to multiple folders.

You will receive the following file formats: EPS, JPG, PNG in multiple color versions.

The naming convention of the logos is consistent with the file type and color version.
FILE FORMATS

When you download a logo version from University Marketing it is a package of three file formats: EPS, JPG and PNG.

Bitmap
• often created/edited in “photo” programs, e.g., Adobe Photoshop
• made of pixels mapped to a grid
• The size of the image is based on the image’s resolution
• not easily scalable
• are used for photorealistic images

Vector
• often created/edited in “draw” programs, e.g., Adobe Illustrator
• have smooth edges
• create curves or shapes
• used for precise illustrations
• are easily scalable, while maintaining quality

<table>
<thead>
<tr>
<th>File type</th>
<th>Bitmap or Vector</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPS</td>
<td>Vector</td>
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<td>Web or digital</td>
</tr>
<tr>
<td>PNG</td>
<td>Bitmap</td>
<td>Web or digital if transparent background is required</td>
</tr>
</tbody>
</table>

Bitmap vs. vector images
CLEAR SPACE ALLOWANCE

The “area of isolation” is the minimum amount of clear space that must surround the logo. No elements such as typography, other logos or graphics should intrude into the clear space.

Use .25 inches of clear space when your logo is 1.5 inches to 2.5 inches wide.

Use the letter x-height to determine clear space when your logo is larger than 2.5 inches wide.
EXPIRED LOGOS

Do not use any of these logos.
HOW ARE THEY DIFFERENT?

San Marcos is no longer present.

Improvements were made to the letter spacing to increase legibility.
UNAPPROVED LOGO STYLES AND USAGES

By avoiding changes to our logo, you will help protect the integrity of our university symbol and brand.

Any variation or alteration of the registered trademark is strictly prohibited by law.
UNIVERSITY COLORS

PMS: 504
CMYK: 65/100/100/35
RGB: 80/18/20
Hex: 501214

PMS: 504
CMYK: 65/100/100/35
RGB: 80/18/20
Hex: 501214

PMS: 872 Metallic
CMYK: 20/30/70/20
RGB: 180/152/90
Hex: 8d734a

PMS: 872 Metallic
CMYK: 20/30/70/20
RGB: 180/152/90
Hex: 8d734a

PMS: 415
CMYK: 0/0/12/41
RGB: 166/166/152
Hex: a6a699

PMS: 415
CMYK: 0/0/12/41
RGB: 166/166/152
Hex: a6a699

PMS: 575
CMYK: 48/0/100/53
RGB: 76/114/20
Hex: 4b721d

PMS: 575
CMYK: 48/0/100/53
RGB: 76/114/20
Hex: 4b721d

PMS: 302
CMYK: 100/25/0/50
RGB: 0/84/128
Hex: 005481

PMS: 302
CMYK: 100/25/0/50
RGB: 0/84/128
Hex: 005481

PMS: 1807
CMYK: 0/100/96/28
RGB: 181/18/27
Hex: b5111b

PMS: 1807
CMYK: 0/100/96/28
RGB: 181/18/27
Hex: b5111b

PMS: Black 7
CMYK: 51, 44, 36, 84
RGB: 54, 53, 52
Hex: 363534

PMS: Black 7
CMYK: 51, 44, 36, 84
RGB: 54, 53, 52
Hex: 363534
OFFICIAL UNIVERSITY TYPEFACE – SERIF

Imparts feeling of history and academia

The complete family of light and bold, Roman and italic are recommended for all publications.

Web/alternative font is Times

University computers have Garamond loaded into the system.
OFFICIAL UNIVERSITY TYPEFACE – SANS SERIF

Univers has a modern, efficient feel that balances out the more traditional Garamond.

Web/alternative font is Arial.

Contact ITAC for this font.
UNIVERSITY SEAL

The seal is used to authenticate the highest official university documents and to communicate the official significance of certain special occasions and events.

The use of the Texas State University Seal must be authorized by the president.

Produced in two colors: metallic gold, PMS 872 maroon, PMS 504
SYSTEM STATEMENT

The system statement declares Texas State’s affiliation with The Texas State University System.

You must use the actual artwork. Do not simply type words.

Minimum size is 1.5” wide.

Use on the front cover of all documents or publications.

Use on all advertisements and signage.

Use on first page plus cover of documents with more than six pages.

Download from umarketing.txstate.edu/statements
ACCOMMODATION STATEMENTS

The Americans with Disabilities Act (ADA) of 1990, signed into law July 26, 1990, prohibits discrimination on the basis of disability in employment, programs and services provided by state and local governments, goods and services provided by private companies and in commercial facilities.

May be placed anywhere in publication that will be easily seen.

Use on brochures, newsletters, handbooks, class schedules, magazines and catalogs:

This information is available in alternate format upon request from the Office of Disability Services.

Use on all printed material announcing university-sponsored events:

If you require accommodations due to a disability in order to participate, please contact (sponsoring event phone number) at least 72 hours in advance of the event.
EQUAL OPPORTUNITY STATEMENT

Must be used on the Texas State University home page and all printed materials used for recruitment purposes.

May be placed anywhere in publication that will be easily seen.

Texas State University, to the extent not in conflict with federal or state law, prohibits discrimination or harassment on the basis of race, color, national origin, age, sex, religion, disability, veterans’ status, sexual orientation, gender identity or expression.
TOBACCO-FREE STATEMENT

Use on any type of publication that will involve people being present on campus, including posters, invitations and programs.

Do not use on pull-up banners or backdrops.

Texas State University is a tobacco-free campus.
THE TEXAS STATE UNIVERSITY SYSTEM BOARD OF REGENTS

Find the current Board of Regents list at: tsus.edu/regents

Use on all publications of more than six pages.

Include the names and home cities of the current members as well as the student regent; the chancellor’s name is listed at the end and without a home city.

We suggest looking up the Board of Regents list at the beginning of each fall and spring semester.

Use in the following order:

1. chairman
2. vice chairman
3. The remaining members’ names are listed in alphabetical order by last name.
4. the student regent
5. the chancellor (note: no city)

An example of our current Board of Regents:

THE TEXAS STATE UNIVERSITY SYSTEM BOARD OF REGENTS
Rossanna Salazar, Chairman, Austin | William F. Scott, Vice Chairman, Nederland
Charlie Amato, San Antonio | Veronica Muzquiz Edwards, San Antonio | Dr. Jaime R. Garza, San Antonio
David Montagne, Beaumont | Vernon Reaser III, Bellaire | Alan L. Tinsley, Madisonville
Donna N. Williams, Arlington | Dylan McFarland, Student Regent, Huntsville
Dr. Brian McCall, Chancellor
THE EDITORIAL STYLE GUIDE

What is it?

If you’ve ever wondered if “the Square” or “the Quad” should be capitalized or how to spell “Chautauqua” or “gaillardia,” Texas State’s Editorial Style Guide answers those questions.

The style guide suggests consistent treatment of dates, names, capitalization and abbreviations, and offers answers to common grammatical and stylistic questions.

Using the style guide makes it easy to keep punctuation, grammar and spelling consistent across university publications and helps us project a professional image.

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www.marketing.txstate.edu/resources/editorial-style-guide
WHERE DO THE STYLES COME FROM?

Our style guide draws primarily from Associated Press style because it is familiar to a broad audience and easy to use.

Since the university’s needs are not the same as those of the news media, some exceptions to AP style are made. In those instances, the Chicago Manual of Style is referenced.

When we deviate from AP style, we note it in the entry (examples: advisor, chair).
HOW DO I USE IT?

Subjects are organized alphabetically by theme.

If you want to look up how to punctuate “a.m.,” see the “time” entry.

If you need to know whether or not to capitalize a major, see the “disciplines, academic” entry.

TIP: Use the search function in your browser window to quickly find the term you’re looking for.

• On a Mac, the shortcut for the search function is “Command + F”
• In Windows, it’s “Control + F”
If you can’t find something in our style guide, check the AP Stylebook first.

- Print copy: $22
- Online subscription is $20-$26 per user, per year


WARNING: Not all dictionaries are created equal. Do not turn to Google, Dictionary.com, Webster’s New World or American Heritage.

If you need help finding an answer to your question, feel free to contact me at nhefner@txstate.edu.
TOP STYLE TIPS

ACADEMIC DEGREES

- Lowercase names of degrees, fellowships and the like: *a master’s degree; a doctorate; a fellowship; a master of business administration.*

- Capitalize and use periods in degree abbreviations: *B.A.; B.F.A.; M.B.A.; Ph.D.; Ed.D.*

- Use abbreviations on second reference after you have written out the full name of the degree, or after a full name, set off by a comma: *Jane Doe, M.A. ’97, won the award.*
ACADEMIC DISCIPLINES, MAJORS AND MINORS

- Do not capitalize the names of academic disciplines or major or minor areas of study, except those derived from proper nouns: aquatic biology program; bachelor of arts in Spanish; studio art major
In websites and print marketing materials, omit the comma before the conjunction in a simple series: red, white and blue.

- What we say and how we say it is the key to business, leadership and understanding how other people relate to the world.

- We’ll sharpen your skills at breaking through boundaries, building relationships and making sure your messages get attention.

- Put a comma before the concluding conjunction in a series if an integral element of the series requires a conjunction:

  - In our increasingly complex and interconnected world, it’s vital to understand people, how they communicate, what makes us unique, and what traits and influences we share.
• Use a comma before the concluding conjunction in a complex series of phrases.

• We’re finding ways that science and technology can address big issues in medicine and business, improve the ways we make and build things, and give us a better understanding of our natural world.

• It’s home to endangered species, anthropological artifacts dating back more than 12,000 years, and some of the purest, crystal-clear water on earth.

• Clarity is key. If omitting a comma could lead to confusion or misinterpretation, then use the comma.
TOP STYLE TIPS

DATES

- Month, day and year: Separate the date and year with a comma: September 1, 2016, or Sept. 1, 2016.

- Do not add “nd,” “rd,” “st” or “th” to the date.

- When a date appears in the middle of a sentence, follow the year with a comma: July 4, 1776, is Independence Day.
Eat ‘em up, Cats

Eat ‘em up, Cats

Use an apostrophe, not an opening single quotation mark, before ‘em.
TOP STYLE TIPS

EMAIL

No hyphen.

Use a lowercase “e” unless it is at the beginning of a sentence or to be consistent with a capped headline style.
TOP STYLE TIPS

TELEPHONE NUMBERS

Separate each series of numbers with a period: 555.555.5555.
TIME

- a.m. and p.m. are used lowercase with periods.
- Do not use :00 for times on the hour:
  5 p.m.; 5:30 a.m.
- Use noon and midnight instead of 12 p.m. and 12 a.m.
- Format time ranges with en dashes:
  8 a.m. – 5 p.m.; 1–2 p.m.
Social media has a unique set of editorial style needs. The social media style guide was developed as a set of guidelines to use when writing for platforms like Facebook, Twitter and Instagram.

The social media style guide includes general best practice recommendations and specific style and grammar recommendations for major social media platforms.
DO-IT-YOURSELF TIPS

Texas State University // Office of University Marketing // 04.13.17
DO-IT-YOURSELF TIPS

There are four key factors to consider when creating original marketing content for your department or program. A deeper understanding of each will guide your marketing efforts successfully.

1. Audience: *Who are you trying to reach?*
2. Channel: *Where and how is this best communicated?*
3. Marketing Resources: *Where can I find content to get started?*
4. Marketing Review: *Who will review it when I’m “done”?*
AUDIENCE

The single most important factor when creating original marketing content is your audience.

The audience you are trying to reach determines where you communicate, the tone in which you write your message, and the types of imagery you use.

For example, marketing to incoming freshman students is a drastically different challenge than reaching alumni who are established in their careers.

WHO ARE YOU TRYING TO REACH?

Students heading into their first year of college this year are mostly 18 and were born in 1998.

Since they arrived on this planet....
1. The Sandy Hook tragedy is their Columbine.
2. Cloning has always been a mundane laboratory procedure.
3. The United States has always been at war.
4. Serena Williams has always been winning Grand Slam singles titles.
5. They have never had to watch or listen to television programs at a scheduled time.
6. Each year they’ve been alive the U.S. population has grown by more than one million Latinos.
7. If you want to reach them, you’d better send a text — emails are oft ignored.
8. A Bush and a Clinton have always been campaigning for something big.
9. Students have always questioned where and by whom their sweatshirts are made.
10. Airline tickets have always been purchased online.

From The Mindset List published by Beloit College
CHANNEL

What and how much you write differs depending on whether you are writing content for a postcard, a brochure, a newsletter, an email or a website.

Think of your channel as the form you are filling in.

GUIDELINES TO ALWAYS USE

Identify a call to action.
What do you want your audience to do when they are finished reading?

Concentrate on a single message.
Your audience only has a few moments to read your piece; will they remember it? Cut content that doesn’t serve your goals.

Help your readers scan.
Convey critical points in the elements that your audience reads first.
• Headings
• Subheadings
• Bullet lists

Copy and design should work together.
Images and graphics should reinforce your key message.
WHERE CAN I FIND CONTENT TO GET STARTED?

Logos:
umarketing.txstate.edu/resources/downloads/logos

Colors:
umarketing.txstate.edu/brand/colors

High-quality photos:
Large, diverse selection of images available to download from the Texas State photobank and Flickr page:
umarketing.txstate.edu/resources/photos

Editorial style guide:
umarketing.txstate.edu/resources/editorial-style-guide

Social style guide:
umarketing.txstate.edu/resources/social-style-guide
MARKETING REVIEW

umarketing.txstate.edu/contact/wrike

We will review your communications to ensure they meet the university’s brand identity and editorial style.

It is your responsibility to have your project approved by the appropriate chair, dean, vice president or other authority.

Publication review can take up to 10 business days for larger publications, so please plan accordingly.

PLEASE NOTE: University Marketing offers writing, editing and proofreading services for material in English only. Clients are welcome to publish material in foreign languages but must provide full text and accept responsibility for any typographical or grammatical errors it may contain.
EVENT
SAVE THE DATE
REMINDER

- Sets tone for event
- Client already has mailing list for the event invitation
- Attendees likely to keep card and add to calendar
- Low-cost solution to encourage early RSVP

**Audience**
Potential attendees

**Channel**
Postcard

**Marketing Resource**
Photo and message
ATTENDING A CONFERENCE

- Stand out in a competitive visual space
- Make a quick and memorable impression
- Drive to web for more information
- Make a positive brand impression for department or organization (and Texas State University as well!)

**Audience**
Specialists in your field

**Channel**
Table throw, pull up banners, promo item

**Marketing Resource**
Photo and message on banner
Academic logo on table throw and promo item
FACULTY MEMBER RECEIVED AWARD

- Adds credibility to your department
- Keeps content current on home page
- Send to Media Relations to be featured in a press release:

  Jayme Blaschke  
  512.245.2180  
  jb71@txstate.edu  

  txstate.edu/news/contacts/news_tips
MARKETING CAPABILITIES

Texas State University // Office of University Marketing // 04.13.17
We tell the story of Texas State through university-wide initiatives and partnerships with units across campus.

We deliver creative marketing strategies that leverage our writing, editing, design, photography, video, web and social media talents. Together we can find the right tools to reach your audience.

Our in-house capabilities include:

- Branding and Strategy
- Publications and Print
- Photography
- Social Media
- Video Production
- Web Strategy
BRANDING & STRATEGY

We share our brand through clever stories that attract top students and educators, and securely position Texas State for future success. Part of our strategy is the development of multi-channel, targeted communications and advertising initiatives, from billboards on IH-35, to television spots, to social media content marketing.

HOW WE CAN HELP YOU

Professional consultation:
Whether you want to attract more students, gain visibility for a program or change the way people think about you, our brand strategy professionals can bring clarity and focus to your approach.

umarketing.txstate.edu/contact

Project recommendations:
Not sure what medium will best reach your audience? We can make suggestions and, depending on scope, will assist with your project from conception to completion.

umarketing.txstate.edu/contact
HOW WE CAN HELP YOU

We are no longer using Basecamp and have moved to a new project management tool, Wrike. Request forms can be found within umarketing.txstate.edu/contact/wrike

Print projects we support:
- External audience
- Large quantity
- Requires offset printing or mailing
- Original content needs to be created
- A strategic approach with intended marketing outcomes

Print projects we do not support:
- A tight turnaround time
- An internal-only audience
- A small quantity
- Directional signage and wall graphics
- Promotional items
PHOTOGRAPHY

We take thousands of photos every year in support of the university’s central marketing, advertising and web design endeavors, including candid photos of campus life, campus architecture, athletic events and special occasions.

HOW WE CAN HELP YOU

Large, diverse selection of images available to download from the Texas State photobank and Flickr page: umarketing.txstate.edu/resources/photos

Custom and event photography, make a photo request in Wrike.

Professional portraits: To have a photo taken in our studio in J.C. Kellam, make an appointment in TRACS.

Photos we support:
• External marketing
• For recruitment efforts
• Departmental brochures
• Professional portraits

Photos we do not support:
• Award ceremonies
• For internal communication efforts
• Luncheons or banquets
• Personal agendas
• Documentation service for archival purposes

Please request your photo to be taken at least 2 weeks prior to the event or deadline. We are unable to attend all events.
SOCIAL MEDIA

We manage the content and advertising on the university’s central social media accounts:

- Facebook /txstateu 137,193 likes
- Twitter @txst 73,093 followers
- Instagram @txst 37,995 followers

We are also active on LinkedIn, Snapchat, YouTube and Wordpress.

SAVE THE DATE:
SOCIAL MEDIA AT TEXAS STATE
TUESDAY, MAY 9
2:30 – 4:30 P.M.

HOW WE CAN HELP YOU

Conversations:
Invite us to speak at your class or set up a one-on-one with our social media professionals.

[umarketing.txstate.edu/contact/general](umarketing.txstate.edu/contact/general)

Professional development:
We run a training session every semester for social media managers and other interested staff and faculty.

Social media directory:
Our office maintains a social media directory that highlights our strongest performing and most creative partners at the university.

[txstate.edu/social](txstate.edu/social)
In order to have a social media account listed on our directory, an account must meet criteria.

[umarketing.txstate.edu/contact/social](umarketing.txstate.edu/contact/social)

Social Media Guidelines:
[umarketing.txstate.edu/resources/social-guidelines](umarketing.txstate.edu/resources/social-guidelines)

Social Media Style Guide:
[umarketing.txstate.edu/resources/social-style-guide](umarketing.txstate.edu/resources/social-style-guide)
VIDEO PRODUCTION

The video team produces videos in support of recruitment efforts and external marketing of the university.

HOW WE CAN HELP YOU

Make a video:
We are available to consult with you about projects that feature a strong, compelling story. Projects are taken on a limited basis. umarketing.txstate.edu/contact/general

Share our videos:
Texas State partners should feel free to embed and share the content you find on our YouTube and Vimeo channels, as well as other social media channels. youtube.com/user/txstateu vimeo.com/txst
WEB STRATEGY

We concentrate our web resources on several high-profile initiatives:
- Texas State home page design and content strategy
- Gato CMS template design and oversight.

When we make decisions about our digital properties, we focus on users first, closely followed by the efficiency and scalability of our efforts.

HOW WE CAN HELP YOU

Website consultation:
Our web professionals can get you on the right path with helpful ideas about site governance, layout and content strategy.
umarketing.txstate.edu/contact/general

Gato Website Review:
Launching a new website in our CMS? Let the Gato support staff know that you’re ready to begin your review. They will check your site for technical issues and then pass it on to our office.
gato.its.txstate.edu/contact/get_help

Our office is responsible for the design of the CMS template used by most units at Texas State. As part of this responsibility, we ensure that all websites meet the branding, editorial and usability standards expected of our web properties.
umarketing.txstate.edu/resources/web
WORK WE DON’T DO

For our department to maximize and scale our institutional efforts, certain types of work must unfortunately be declined or redirected, including:

Promotional Items
Please contact our approved vendors for promotional items such as pens, key chains, magnets, water bottles, coffee mugs, decals, etc.:

**Caprice Productions, Inc.**  
Contact: Ms. Cathy Sigler  
cathy@capriceproductions.com  
210.832.8282

**CC Creations, LTD**  
Contact: Ms. Isaac Eckols  
isaceckols@austin.it.com  
512.203.5801

**AJL Advertising Specialties**  
Contact: Lee Lundin, President  
lee@ajladvertising.com  
512.320.0077

Interior Signs
Interior wall signs are classified by Facilities as renovation of existing space. Please complete a Space Allocation Form to request an interior sign.

**Texas State Logo Approvals**  
For approval to use a Texas State logo on apparel or other merchandise, please complete an online request form or direct questions to Bryan Miller at bryanmarlier@txstate.edu or 512.245.2114.

Email Services
The tools required to send content-rich emails (MailChimp, Constant Contact, etc.) are not institutionally secure, and we cannot currently recommend them. We are investigating secure ways to deploy content-rich emails, create scalable email templates, and manage lists while complying with state and federal regulations. Please use the tools at your disposal for the time being.

Plaques, Awards and Certificates
We do not design or populate names for plaques, awards or certificates. Please contact us for guidance on how to obtain a plaque or award.

Announcements
We do not provide announcements for retirements, workshops, speaker series, department award ceremonies, luncheons or banquets.
QUESTIONS?