

Trademark Licensing Authorization Form

Authorization for internal use of Northwestern University's name, logotypes, and marks

This form may be filled out electronically or manually.

All Northwestern University organizations, schools, and departments using the names, marks, and symbols of the University in any commercial venture, whether fund-raising or promotion, are required to seek prior approval for the use of those marks from Northwestern Trademark Licensing. Products given away to an internal audience which display any University mark and name or mark of the department or student organization may qualify for an exemption from licensing royalties charged to commercial licensees. This authorization form must be completed and signed prior to project initiation.

All products must be purchased from a licensed manufacturer or distributor.

Requester Information

Name of school, department, or organization: _____

Name of advisor, administrator, or contact: _____

University email: _____ University phone number: _____

Project & Product Information

Description of project: _____

Type of product: _____

Quantity and cost: _____

If product will be given away, please describe the audience: _____

Supplier Information

Name: _____

Address: _____ Phone number: _____

I verify that the above department/organization is a school, department, or recognized organization of Northwestern University and that the fundraising/promotional project described is only for the purpose of generating revenue for or promoting the organization, not for profit of an individual or business.

Signature of advisor or administrator

Date

Submit completed authorization form to Trademark Licensing via one of the following:

- **Campus Mail or In-Person:** Auxiliary Services, Attn.: Ellen Barnes, 1801 Maple Ave, Suite 2300, Evanston Campus
- **Fax:** 847.491.3849
- **Email:** e-barnes@northwestern.edu

Trademark Licensing Office Use Only

The project has been approved by Trademark Licensing and is is not royalty-exempt.

Northwestern Trademark Licensing

Date

Trademark Licensing

Auxiliary Services

northwestern.edu/auxiliary-services/trademark-licensing

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Northwestern