

# NSU Name Tag Protocol



To ensure a unified, professional appearance, please use the below protocol when making guest name tags for all NSU related events. For further assistance or clarification, please contact the Office of Special Events and Community Partnerships at [SpecialEvents@nova.edu](mailto:SpecialEvents@nova.edu).

1. All NSU name tags should be designed in the above format, using the below specifications.
  - Font: **Georgia**
  - First Name: **36 pt.; Bold**
  - Last Name: **28 pt.**
2. All name tags should be made using the **Avery 5392** template in Microsoft Word. Should you need further instruction on how to create a name tag using Microsoft Word, please contact the Office of Special Events and Community Partnerships.
3. The NSU logo may be replaced with a college specific or NSU-affiliated group logo, but should remain centered at the top of the name badge.

Should special guests be expected at your event, you may contact the Office of Special Events and Community Partnerships for ribbons to use below the name tag. Please contact the office **two weeks** prior to your event with the quantity and specific ribbons needed. \*Please return all unused ribbons to the Office of Special Events.



**Available ribbons include:** 1964 Society, Advisory Board, Alumni, Ambassadors Board, Dean, Donor, Fellows Society, Honoree, Inductee, President's Council, Past Honoree, President, President's Associate, President's Council, Provost, Scholarship Benefactor, Scholarship Recipient, Shark Circle, Student, and Trustee. Individual College Names are also available.