

# COMMENCEMENT CEREMONY ADORNMENT REQUEST FORM

This form should be completed by all Mississippi State University affiliated clubs, societies, groups, organizations, or departments that provide graduation adornments to graduates with intent to be worn at the commencement ceremonies. Graduation adornments include items such as cords, stoles, pins, sashes, etc. that accompany the traditional regalia (cap & gown) worn by graduates during the ceremonies.

## GUIDELINES

- All logos/symbols used must follow appropriate copyright and trademark regulations. The design cannot be vulgar, offensive, or distracting in any way.
- The adornment cannot protrude more than 2 inches from the graduate's regalia.
- It must be uniform for all graduates in your organization (not custom for each).
- The color gold may not be used in the design or materials unless it is a previously established color for your organization. Gold is traditionally reserved for honors.
- The requested information below must be submitted and approved prior to ordering or distributing adornments to graduates.

## PLEASE COMPLETE THE INFORMATION BELOW AND FOLLOW ALL INSTRUCTIONS

Name of Organization:	
Organization Contact Email/Phone/Website:	
Description of Adornment (attach draft/image of item to request):	
Explain any logos/symbols/colors used (Ex. "Official crest for our organization"):	
When do you plan to start using this (date/semester)?	
Please estimate how many total graduates will receive this each year (fall+spring):	
Does your organization give any other items to graduates to be used at the ceremonies?	
Please include any additional information that you feel is relevant:	
Current Date:	

*\*\*A proof of the final product must also be submitted once available.*

## SUBMIT REQUEST

This completed form, along with any relevant images/attachments, should be emailed with your request to Nathan Griffey (nathan.griffey@msstate.edu). Failure to follow the instructions and guidelines above will result in denial of your request. (Updated: 3/7/2024)



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