**Commencement Program Process**

CONTACT INFO, QUANTITY, INDEX

Please provide the contact information (name, email address, phone) for the person responsible for your department commencement program, the quantity you will be ordering, and your index by **Monday May 21.**

Use this Google doc spreadsheet to enter your information:

<https://docs.google.com/spreadsheets/d/1ntZT-njFNxmxKtDg61E0zB7Wco-tfMgpdkh1rzdmja4/edit?usp=sharing>

This information will be sent directly to Printing Services. They will generate a job order and send a print job number to your contact person. Keep the print job number for reference when you submit your materials to Printing (see below).

SELECTION OF FRONT COVER

* The front and back cover of your program will be designed by University Communications. The front will display the department name(s) and required elements. The back cover will contain required information.\*
* See separate PDF in this packet with 15 possible design styles for the cover.
* Please make your cover selection no later than **Monday May 21.** *Use the Google doc link above to state your selection.*
* There will be no charge for the cover design.

CREATING YOUR INSIDE PAGES

* Install the provided Open Sans fonts (included in email packet), or have your IT department install for you. There are no licensing restrictions for this font. Open Sans font is the required font for commencement programs.
* Open the Word document called Commencement Template. The template is sized correctly for the inside program pages.
* You may use other page layout programs, if you prefer. If so, please note that the page size 5.5 x 8.5” with half-inch margins on all four sides.
* Fill out the template with information related to the time, date and location of your ceremony, include additional information as needed, and add your graduate names.
  + Please see separate document for instructions for converting an Excel list of graduate names into Word.
  + The template provides two columns for graduate names. The number of columns can be changed. Please see accompanying tip sheet.
  + The template contains stylesheets for headings, titles, body text, etc. Sizes and spacing may be adjusted as necessary to fit content throughout your pages.
    - Styling tip sheets for both Mac and PC also provided, as separate documents.
* The fewest number of interior pages allowed is two. For larger programs, please aim for multiple of four pages (4, 8, 12, etc.). However, in the event your content doesn’t fill a multiple of four, a blank page can be left at the end.
* Save the document as a PDF. Be sure the PDF contains single pages in the order they should appear in program.
* No additional layout is necessary beyond using the stylesheets and presenting single sheets in the desired order.

PRINTING

* Send the PDF of your interior pages—along with your print job number—to Printing Services at [UODigitalPrinting@uoregon.edu](mailto:UODigitalPrinting@uoregon.edu) **no later than June 4.** 
  + University Communications will provide Printing Services with your front and back covers
  + Printing Services will combine the covers with inside pages and send you proofs.
  + Programs will be delivered to the contact person in your department.
  + Printing Services will bill your provided index. This will be your only charge for the commencement programs.

*Please note: Printing Services will be looking conformation to the template (use of correct fonts, absence of additional design elements, etc.) and will return those that don’t follow the guidelines for modification—resulting in potential delays.*

\*FYI, the following is the required information that will appear on the back cover:

UNIVERSITY OF OREGON

Michael H. Schill, President

Jayanth R. Banavar, Provost and Senior Vice President

W. Andrew Marcus, Tykeson Dean of Arts and Sciences, College of Arts and Sciences

ALUMNI ASSOCIATION

To learn more about the UO Alumni Association, visit alumni.uoregon.edu

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