**Commencement Program Process**

1. SELECT 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 9 possible design styles for the cover.
* Please make your cover selection no later than **Monday May 13.** 
  + Use this Google doc spreadsheet to enter your contact information and cover choice:

<https://docs.google.com/spreadsheets/d/1RoSTWiiDHkQ2kh9nDtJMjm62V9b-YeI0Sm3L99wQ7-M/edit?usp=sharing>

***Please note: last year’s information is included in this worksheet; please overwrite with current information if there’s a new contact person.***

* There will be no charge for the cover design.
* Your completed cover will be sent directly to Printing Services.

1. CREATE YOUR INSIDE PAGES

* Install the provided Open Sans fonts (included in email packet), or have CASIT 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, if your layout works best with 6 pages, there is also an option for a 6-page tri-fold format. Please contact Michele Ross in Design Services for more info. [mross@uoregon.edu](mailto:mross@uoregon.edu)
* Save the document as a PDF. Be sure the PDF contains single pages in the order they should appear in program. **Please note: Printing Services cannot accept a Word document.**
* No additional layout is necessary beyond using the stylesheets and presenting single sheets in the desired order.

3) SUBMIT YOUR PRINT ORDER

• Submit your print order **by May 24**.

* Use their order page <https://uoprint.uoregon.edu/order>. Choose “Custom Order.” You will need an “account” to get started. If you don’t yet have one, instructions are provided on the site. If you have questions about how to submit an order, contact Heidi Pohl in Printing Services [hpohl@uoregon.edu](mailto:hpohl@uoregon.edu) 541-346-0477
* 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 3.** 
  + 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 for 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

Bruce Blonigen, Interim 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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