Collaborating with the OBC

Let’s meet your goals and raise the HSC’s brand awareness together!

☐ REQUEST: All projects can be requested here: unthsc.edu/OBCrequest.

☐ MEETINGS: We will schedule a meeting to understand the intended audience, figure out what you need to tell them, how the project will be used, what the audience is supposed to do, who the decision makers are and what success looks like.

☐ TIMELINE FOR DESIGN:
  o First review: 2 weeks (*additional time for more complex jobs*)
  o Revisions/Printing Estimates: 2 weeks
  o Printing: 1 week
  o Mailing (*if applicable*): 1 week

☐ CONTENT:
  o Please send in an email or an unformatted word document.
  o Which logo(s)/imagery would best relay the message? Stock photos available.

☐ REVISIONS: To ensure accuracy and less revisions submit *typed* edits via email, Word or PDF sticky notes.

☐ APPROVAL: When your team is satisfied with the final product, email us approve!

☐ OBC RESOURCES:
  o Vendors, Printing and Mailing: Laura.Carter@unthsc.edu
  o Branded Templates and Logos: unthsc.edu/obc
  o Branded Stationary Portal: printshop.unthsc.edu
  o Logo use approval: Amy.Buresh@unthsc.edu
  o Photo and Video: unthsc.edu/photography-and-video
  o Website content: Matt.Havlik@unthsc.edu
  o Social Media: Summerly.Sherlock@unthsc.edu
  o Digital forms, QR Codes and surveys: WebMaster@unthsc.edu
  o Daily News and Team Tours: Elizabeth.Friauf@unthsc.edu

Questions? Contact Blair.Chappell@unthsc.edu
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