

Name Badges – USF Advancement Guidelines

- Use the clip, pin or magnet, plastic coated name badges as opposed to the stick-on type
- Name badges should be pre-printed, not hand written
(The Events Office has a portable label maker that can be borrowed for onsite use at events)
- Brand your name badges with the College or University logo across the top
- Use Garamond font
- Use black ink or the USF PMS Green: PMS 342 CP / RGB: R0, G103
- For more information on the USF color palate refer to the USF Communications and Marketing website: (<http://usfweb4.usf.edu/ucm/marketing/colors.aspx>)



Avery 5392 name tag insert template
 3 x 4" name tag
 First name = Garamond 36
 Last name = Garamond 20
 If using a title Garamond 14



Avery 5395 name tag insert template
 2.22" x 3.5" name tag
 First Name = Garamond 28
 Last Name = Garamond 16
 If using a title = Garamond 14