**Name Badge Options**

Communications and Marketing, in conjunction with the Office of Academic Affairs and the Provost has developed the following options for name badges:

**Option 1**

This is the default option. It is used for faculty or staff if no credentials are provided. The first name is bold print, all caps in the first row. The last name is capitalized and is on the second row. The title and school are below the name.

**DEB**

Sullivan-Trainor

Vice President and Dean

College of Arts and Sciences

**Option 2**

These options allow faculty and staff to include academic or ministerial credentials such as Ph.D., MBA, M.A., etc. and appear after the name. The credentials and the name are on the same line, whether they come after (Ph.D.) or before (Dr.). The title and school are below the name.

**Option 2a**

Deb Sullivan-Trainor, Ph.D.

Vice President and Dean

College of Arts and Sciences

**Option 2b**

Dr. Deb Sullivan-Trainor

Vice President and Dean

College of Arts and Sciences

-40 characters is the maximum that the name badge is designed for so you can abbreviate as necessary. Please keep in mind this is just a name badge and does not have all the information that say a business card would have so the suggestion would be to keep it as simple as possible.