



# Checklist of Where to Update the IDEA Name and Logo

## Webpages

- Department/Program Webpages
- Distance/Online Unit Webpages
- Graduate School Webpages
- College-Level Websites
- Testimonials on Webpages

## Course-Related Content

- Course Information Systems
- Course Descriptions
- Course Syllabi
- Forms or Surveys
- Handbooks

## Marketing

- Social Media Profile and Header Images
- About or Bio Sections of Social Media Profiles
- Flyers or Posters

## Email-Related Content

- Listservs Titles or Identifiers (like GP, AG, Great Plains, etc.)
- Email Signature Blocks
- General Email Addresses that Include “gpidea” or “agidea”
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## Units Who Need Follow-up

- Registrar’s Office
- The Graduate School
- Enrollment Management
- Distance or Online Units
- Marketing Units
- Advisors Working Directly w/ Prospective & Current Students