



EVENT GUIDELINES



MARCH 18, 2014
LAHORE UNIVERSITY OF MANAGEMENT SCIENCES



Foreword

This document is guideline of hosting events at LUMS for all departments and societies. As this document provides guidelines of how to work with internal and external departments, how to brand etc. the Student Societies Handbook published by ECA is a comprehensive document with details and must be referred to as well.

For all EMBA/MBA student societies' events, guidance should also be taken from the SDSB External Relations Office.



Contents

- Getting started 4
 - Event proposal 4
 - Developing event idea 4
- Planning the Event 4
 - Developing an event plan and timetable..... 4
- Timeline of Events..... 5
 - Cash flow & Work flow 5
 - Key areas in your event plan..... 6
 - Setting the date & time..... 6
 - Inviting external VIP guests..... 6
 - Compiling and managing the guest list..... 7
- Organising the invitations 7
 - Save the date 7
 - Invitation Styles..... 7
 - Printing and design 8
- Choosing a venue 8
- Planning the layout 9
- Catering..... 9
 - Approved vendor 9
- Media coverage/ Publicity 10
 - Branding guidelines..... 10
 - Photography guidelines 11
 - Sports guidelines..... 11
- Responsibility Matrix 11
- Evaluating Event..... 12
 - How to evaluate the event 12
- Appendix 1 13
 - Event Proposal Draft 13



Appendix 2 15

 Evaluation Form 15

Sponsorship Brackets 16

 PKR 1,000,000 & Above 16

 PKR 700,000 to 1,000,000 17

 PKR 400,000 to 700,000 18

 PKR 100,000 to 400,000 18

 PKR 100,000 & below 19

KIOSKS 19

 General 19

 Food stalls 19

 High end (Alumni owned entities) 19

 High end (Non-Alumni entities) 19

 Low end (Non-Alumni entities) 19

 Appendix 3 20

Checklist (Department-wise) 20

 OSA (for undergraduate societies only) 20

 MFA 20

 Procurement 20

 GAS 21

 OTHERS 21

 Accounts 21

Appendix 4 (SDSB External Relations Office: EMBA/MBA Societies only) 22

Appendix 5- Extract of Vendor Policy 23

Appendix 6- Branding Policy 25



Getting started

Event proposal

The first step is to put together an event proposal; a document which summarises the reason for the event and the plan of how to do it. Having these agreed early in the planning process provides a focus for everyone involved and a guide for planning and delivery decisions. It also allows for thinking ahead in terms of what will be needed and who will be involved in organising and running the entire event.

The key questions that your proposal should answer are:

What is the event?

Why are you having an event?

Who is the event for?

What will happen at the event?

Who will plan and run the event?

How much will the event cost and who will pay for it?

When will the event happen?

Where will the event take place?

Provide a summary of the key elements and structure of the proposed event, which can then be discussed in further detail and developed with others involved in the planning of the event.

Discuss your proposal with the relevant departments for approvals. Example: Societies must go through OSA.

Please see event proposal form in **Appendix 1**

Developing event idea

Agreeing on the aim, objectives and format for the event early on and ensuring that everyone is fully on board, will make the event planning process more hassle-free and smooth and will put you in a better position to determine what needs to be done and how much time is required to accomplish the tasks.

Planning the Event

Developing an event plan and timetable

Once the proposal for the event is approved, you should put together a comprehensive event plan that outlines the breakdown of all the tasks that needs to be done. The next step can be assigning responsibility to the concerned parties with deadlines for each one. The event plan should be regularly updated as tasks are accomplished or changed so that it can be used for updating status reports.

Creating a timeline is necessary to ensure the timely execution of the event.



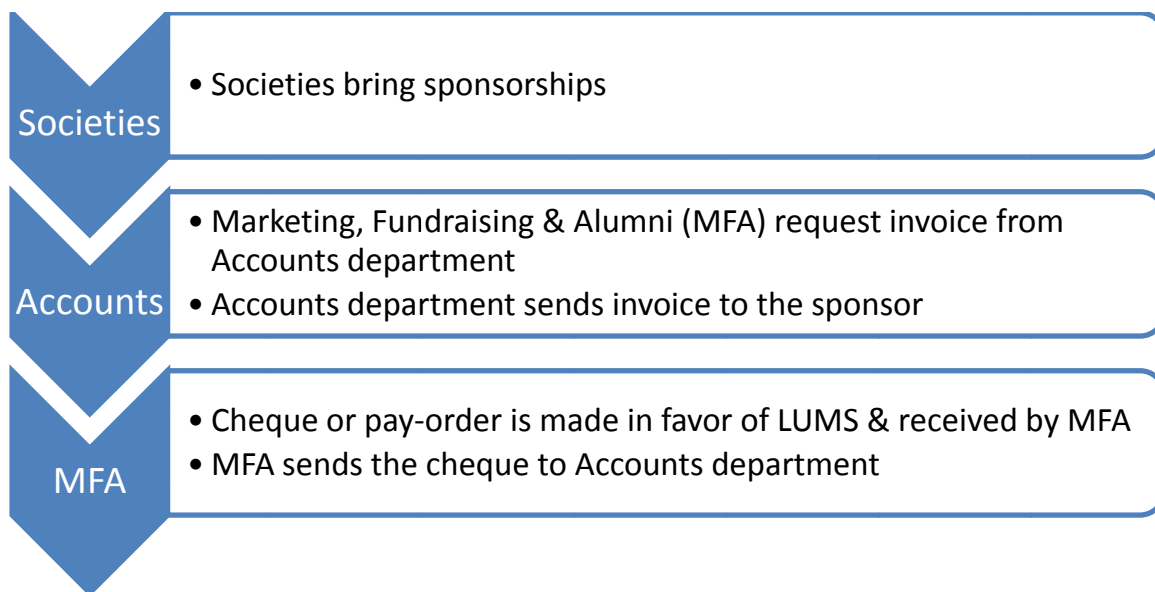
Timeline of Events

Please follow the below mentioned timeline for each step to ensure smooth execution of a mega event. Please also refer to student societies handbook for more clarity.

Events can be either mega event, large internal event or small event and the timeline may vary accordingly.

Event proposal (2 months prior to event)	Setting the date & time (2 months prior to event)	Preparing external VIP guests lists (1 month prior to event)	Choosing a venue (1 month prior to event)
Planning the layout (1 month prior to event)	Invitation (10 days prior to event)	Media coverage (10 days prior to event)	Budget Approvals (6 weeks prior to the event)
Procurement (4 weeks prior to event)	Signage approval (15 days prior to event)	Posting signage (1 day prior to event)	Evaluating event (within 1 week after event takes place)

Cash flow & Work flow





- If a Party hereto is affected by “Force Majeure” which means any circumstances beyond the reasonable control of that party including, without limitation, war, revelation, invasion, firestorm, insurrection, riots, mob, tribal or ethnic violence or unrest, sabotage or other civil disorders, mob violence, acts of God, Strikes or labor disputes, lock-out or other industrial action, laws, regulations or rule of any government or government agency, limitations imposed by exchange control regulations or foreign investment regulations or similar regulations and other circumstances beyond the reasonable control and not brought about by the acts or omission of the Party the obligations of which are affected hereby. Notwithstanding any other provision of this Agreement, a Party hereto shall not be deemed to be in breach of this Agreement, or otherwise will be liable to the other Party hereof, for any delay in performance or the non-performance of any of its obligations under this agreement, to the extent that the delay or non-performance is due to such “Force Majeure” of which it has notified the other Party. However, the Party affected by Force Majeure shall take all steps reasonably possible to mitigate damages and delays caused by such failure or delays.
- In case of cancellation from either side, the liability of the each party shall be limited to the amount involved as consideration for the contract.

Key areas in your event plan

Setting the date & time

It is important to make sure that the dates and events are approved by the Office of Student Affairs (for societies).

Inviting external VIP guests

Once the VIP host has been decided, the invitation would usually be sent to the Office of Student Affairs (OSA) for recommendations and General Administration and Services (GAS) for clearance for onward submission and in turn for the approval from the Vice-Chancellor on behalf of the University. You should draft a letter of invitation, for senior management such as Presidents, CEOs, ambassadors, and send it to the Vice-Chancellor’s office to be reviewed and signed.

Ensure that they have as much information on the event as they need, including the background context, any key messages, the location, the timings and any notes for their speech including duration and target audience. Prepare a briefing pack which should be sent to their office at an agreed time in advance of the event and also be available on the day.

Guests’ transportation and entry to LUMS should be arranged in time.

Invitations must be sent out to all the expected guests as well as to the communications team for web coverage. Also, it should be sent to MFA so they can invite the media team (Societies will invite the media themselves whereas Media will be invited for all the university events by MFA).

All student societies should review Policy guidelines in the Student Societies Handbook.

Compiling and managing the guest list

Compile and share all participants' names with General Administration & Services.

When circulating the guest list internally or externally, always keep personal details confidential.

Updated lists that highlight all changes by participating team in their events should be shared with in case a participant drops out or is replaced.

Organising the invitations

A draft copy of the invitation design for events should be sent to the Marketing, Fundraising and Alumni (MFA) department for approval before they are printed.

Save the date

For some events which are planned well in advance and are of particular significance, a Save the Date can be sent in advance of the invitations to give guests as much notice as possible.



Invitation Styles

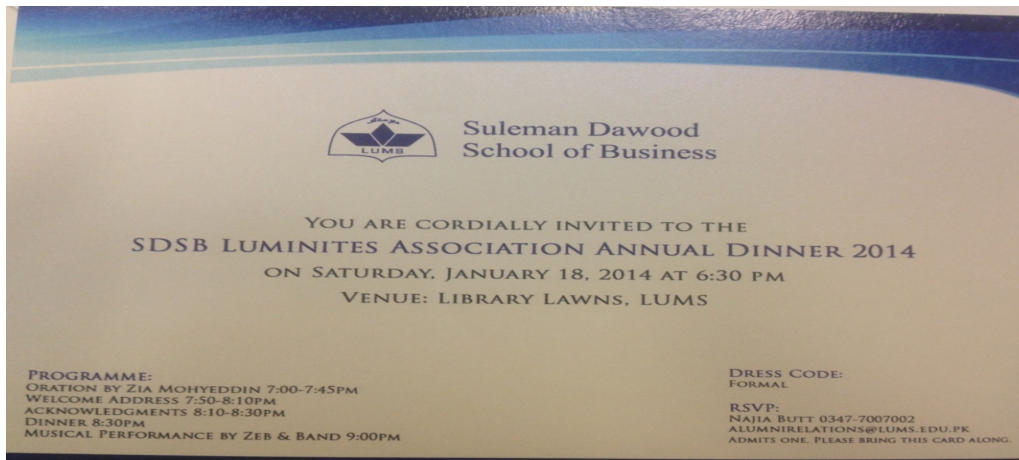
Details of the invitation styles are outlined below. Please contact the Marketing, Fundraising and Alumni (MFA) department if you need more information or invitation templates:

Folded invitation: Printed size: 8.5*6" folded to 4.25*6", designed to open as an invitation card. Weight: at least 250grams.

Flat invitation 4.25*6": Printed size: A5, Colour: White, Weight: at least 325grams. This is used for all non-ceremonial events.

For Formalevents gilt-edged card: Printed size: Landscape, width 4.25", height 6", Colour: White with gilt-edge, Details: 350 grams Gateway Gold beveled edge.

If you have a specific enquiry about the wording for an invitation, please contact MFA. MFA may be able to offer advice on invitation design.



Printing and design

All designed material must be approved by (MFA).

Flex and banners are not allowed. However, flex in backdrops are allowed. Please note that pasting on walls, windows or trees is not allowed.

Signage

Please make sure the signposting, a registration desk – badges, programme etc, reserved seating and on-stage arrangements are printed on standard formats.

Also, review the press coverage section in the Student Societies Handbook.

Choosing a venue

When deciding on a venue, General Administration Services (GAS) has to confirm/approve the venue. Also it should be approved by the relevant departments for example booking of Sports Grounds to be discussed with SWR.

The major decision points will be location, facilities and the capacity. Visiting potential venues is the most effective way of finding out whether it is suitable for the particular event or activities that you are planning.

Inform AV for requirements or facilities such as audio/visual technology for the auditoriums. In outdoor events, coordination with the Facilities Department is essential.



Planning the layout

Adequate signposting at the entrance of the building and from the entrance to the room/area where the event will take place is important because some guests might be visiting for the first time.

A **registration desk** for guests to announce their arrival, collect badges/ programme etc. If you are planning to have this at your event, it should be placed where it is not easily missed or bypassed. Venue of registration desk must be approved by **GAS**.

Adequate signposting of **available facilities**, such as toilets, exits etc. must be in place. All posting must be in printed format or in a presentable organized format.

A **seating plan** for any part of the event – this should usually be finalized, printed and circulated amongst relevant organisers on display.

Reserved seating for the host, speaker(s) and/or VIPs. Make sure that easy access to the stage or other areas is provided. Ushers must be informed at the reception protocol. Guests shall be directed to the seats.

Catering

The Procurement Office has used a number of local caterers for a range of events who can provide canapés to buffets to large, formal dinners. Please make sure you work only with **approved vendors**. Quality of crockery, tenting, cutlery must be thoroughly checked to make sure it is of high standards. Please note that hygiene must be paid close attention to.

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Departments/societies must work with vendors who are on the LUMS panel. In case, the departments/societies manage to get better quality or lower quotations from a vendor who is not on the



Every member of the university community plays a significant role in maintaining brand integrity by applying it consistently throughout all university communications, such as print, web, display, broadcast, and electronic formats.

The LUMS logo must be present on all materials. Logo placement and quality must be approved by MFA.

The LUMS logo can be accessed online at <http://lums.edu.pk/uploads/publications/pdf/50.pdf>

Photography guidelines

Natural lighting, unusual cropping and framing and interesting angles all give an authentic feeling. Depending on the photo, some parts of the image can be out of focus; it provides a more interesting context and helps the eye identify the primary visual. Photographs should present topics in the most persuasive, effectual and dynamic way. One of the best ways to do this is to show people doing the work that’s related to their story. This includes putting them in a setting where their work is done and using relevant props. This helps present the achievements of people in a way that is both positive and authentic.

Sports guidelines

For rules and regulation of branding on sports kits, please see Appendix 6.

Responsibility Matrix

Responsibility Matrix	
Event Approval	Office of Student Affairs
Proposal	Office of Student Affairs Office of Marketing, Fundraising and Alumni (for sponsorship, media waiver and design finalization)
Budget	Accounts
Venue locking	From relevant departments
Guest list	Office of Student Affairs and Office of Marketing, Fundraising and Alumni (for media and high profile guests)
GAS: Security of all events will be ensured by Admin with following key areas	Passes, Access to campus, Entry and exit of vendors, Exit of guests, Residence maintenance, Transport, Food (Department events), Vendor management (Procurement)



<p>Branding: All branding material must be run through Marketing to ensure standardization</p>	<p>Standees, Logo placement, Backdrops, Signage, Promotional material (print and electronic), Event write ups (pre and post), Photography etc</p>
<p>Event: Admin will be responsible for all quality/discipline checks and controls of the following#</p>	<p>Area, security, discipline, services.</p>

Make sure you have the approvals from all concerned departments!

Everybody should have a summary of event guidelines for each event along with the proposal form and evaluation form. Proposal and Evaluation forms must be submitted to **OSA** and then **OSA** can share with **GAS, MFA and Procurement**.

Evaluating Event

Evaluation does not have to be complicated or time-consuming but it is an enormously helpful practice for developing planning and delivery processes in the future. By evaluating you are measuring how successful your event was against the planned event. You can also find out people’s opinions, monitor how much you spent out of your budget and think about what worked well and what didn’t work well, all of which provide practical lessons for future events. This will inform your plans for future events making them more successful and easier to plan.

How to evaluate the event

There are two functional methods to evaluate your event:

- Scrutinize the planning process for your event against your event plan and timelines you go to find out whether you are keeping to schedule.
- Evaluate after the event to find out if you achieved your aims. You can do this through feedback from other people who organised or attended the event, including hosts, guests and speakers etc. The MFA has created a post-event evaluation form which is attached in the **Appendix 2**.

Using your evaluation information

The purpose of the evaluation form is to see how smooth the event execution was and it will help to highlight the areas which require improvement. Please see the event evaluation form in **Appendix 2**.



Appendix 1

Event Proposal Draft

The Event Proposal Template provides an overview of the key elements of planning and delivering your event.

You can adapt it by creating new sections to detail specific elements of your own event.

EVENT NAME	
Organiser's name:	Society/ Department:
Contact:	
Email:	

Purpose of the Event	
<i>Event aim</i>	
<i>Objectives of the event</i>	
<i>Event format (e.g. dinner, concert etc)</i>	
<i>Target audience (and estimate of guests)</i>	

Other related parties		
Event owner		
Budget estimate		

DELIVERY		
Proposed date of event		
Location		
VIP guests		
Other content		



Print requirements		
A/V requirements		
Catering requirements		
Evaluation		



Appendix 2

Evaluation Form

Societies/ departments must submit a write-up after the event has taken place. Also Profit and Loss statement must be shared along with the evaluation form.

SUMMARY		
Event name		
Event type	Launch	Reception
Please tick appropriate:	Groundbreaking	Lunch
	Opening	Dinner
	Presentation	Lecture
	Press	Other (please specify):
Venue		
Date		
Budget		
EVENT DETAIL		
Host		
Sound		
Other features		
Number of guests		
Feedback		
Society/department		
Vendors		
Other suggestions		
Email		

FEEDBACK	
How was the event?	



Any issues?	
What could be done differently?	
Recommendations?	

The event evaluation template covers some of the key questions that should be asked after an event for an effective evaluation of its success and to inform future planning.

Sponsorship Brackets

PKR 1,000,000 & Above

1. Sponsor to be recognised as Yearlong Partner for all events
2. Title Sponsorship of the Event
3. Sponsors to be invited at the events
4. Exclusive Event Backdrop
5. Branding on all External Relations Events
6. Space on societies official website for 6 months
7. 20 Company Specific Standees to be placed around Campus during event with LUMS logo on top right
8. 5% Space on All Published Material
9. 5% Space on Print and Electronic Ads
10. Distribution of Company Literature
11. Promotion through Giveaways



12. Publicity via Facebook group website for 6 months
13. Mention in all media promotions and any newspaper articles
14. Invitation of Company Representative as Chief Guest at the Event
15. Company employees to be allowed to take part in the activities at the event
16. 25 VIP passes to the concert (if any)
17. Sponsor is allowed to set up a stall as perLUMS policy such as no direct selling will be allowed

PKR 700,000 to 1,000,000

1. Sponsor to be recognised as the Yearlong Partner of the society
2. Title Sponsorship of the Event
3. Exclusive Sponsors at the event
4. Branding on all External Relations Events
5. Space on Society's Official website for 6 months
6. 10 Company Specific Standees to be placed around Campus during the event with LUMS logo on it
7. 5% Space on All Published Material
8. 5% Space on Print and Electronic Ads
9. Distribution of Company Literature
10. Publicity via Facebook group website for 3 months
11. Mention in all media promotions and any newspaper articles
12. Company employees to be allowed to take part in all activities at the event



PKR 400,000 to 700,000

1. Title Sponsorship of the event
2. 10 company specific standees near the venue (behind Sports Complex) as per the standard size (5*2)
3. Allotment of kiosk space on all days near the venue. Size 8*10 (no commercial activity allowed)
4. Print advertisement in brochure
5. Distribution of company literature on all days of the event
6. Company logo on certificates to the participants
7. Company logo on the trophies given to the winners and judges
8. Logo on ticket, standees, invitation and flyers
9. Company's logo on the media wall (5 x 7 ft backdrop) used during participant interviews
10. Logo on all Social Events' posters and backdrops
11. Branding on event Facebook page/SMS campaign/ Emails
12. Special recognition on the event's official website
13. Sponsors will get 10 invites to the event

PKR 100,000 to 400,000

1. Title Sponsorship of the event
2. Allotment of kiosk space for 2 days (Size 8*10 -no commercial activity allowed)
3. 5 company specific standees near the venue, 5" by 2" (behind Sports Complex)
4. Print advertisement on brochure (2 nd page) and logo on the front page
5. Distribution of company's literature at the event
6. Company logo on certificates to the participants, tickets, invitations, standees and flyers
7. Company logo on the main event's backdrop.
8. Logo on all Social Events posters and backdrops.
9. Logo in video teaser and promo played during the event.
10. Special recognition of company on stage during the event.



PKR 100,000 & below

<ul style="list-style-type: none">• Logo on all passes, invitations, flyers, posters and standees
<ul style="list-style-type: none">• Print advertisement on brochure
<ul style="list-style-type: none">• Sponsorship mention on social media (Facebook page and Twitter), and SMS Campaign during the event

KIOSKS

General

- 50,000 per day for a full day event
- Size of kiosk can be maximum of 10' *10' ft Maximum
- Music is not allowed
- Selling items is not allowed
- 3 people maximum per kiosk
- 2 standees can be placed around the kiosk
- Kiosks will be placed in the specified area near tennis courts or behind the Sports Complex

Food stalls

High end (Alumni owned entities)

- These are for alumni owned entities. The stalls will be free of cost for them but minimum 20 % discount will be offered by them.

High end (Non-Alumni entities)

- These food stalls are for all and they will cost PKR 4,000 per day.

Low end (Non-Alumni entities)

- Low end stalls are for non-alumni entities. These include low capital food stalls e.g. candy floss, paan stall, dahibhallay, golgappay etc. These can be placed for free on special approval from MFA.



Appendix 3

Checklist (Department-wise)

OSA (for undergraduate societies only)

PROPOSAL	
Discuss and complete budget	<input type="checkbox"/>
Proposal approval by Fundraising/Marketing Department	<input type="checkbox"/>
All societies should have their designated teams with assigned tasks	<input type="checkbox"/>

DATE	
Discuss proposed dates internally and with VIPs	<input type="checkbox"/>
Check proposed date with OSA	<input type="checkbox"/>
Lock date	<input type="checkbox"/>

VIPs	
Identify and approach VIP	<input type="checkbox"/>
Send event info to VIP office	<input type="checkbox"/>
Request VIP profile and special requirements	<input type="checkbox"/>
OSA to approve all invites	<input type="checkbox"/>
MFA must approve the design of invite	<input type="checkbox"/>
Draft be shared with VC office	<input type="checkbox"/>

GUEST LIST	
Guest list shared with GAS (Vigilance)	<input type="checkbox"/>
Media list approved by Marketing & Shared with vigilance	<input type="checkbox"/>

EVALUATION	
Complete evaluation form	<input type="checkbox"/>
Circulate form/feedback to related Department Heads	<input type="checkbox"/>

MFA

PRINT MATERIAL	
Design and print publicity plan	<input type="checkbox"/>
Invitations text and design approval from Marketing	<input type="checkbox"/>
Circulate, promote, display etc	<input type="checkbox"/>

Procurement

CATERING	
Obtain quotes	<input type="checkbox"/>
Coordinate with GAS/F&E/MFA	<input type="checkbox"/>



GAS

TRANSPORT	
Obtain quotes	<input type="checkbox"/>
Book transport	<input type="checkbox"/>
Confirm contact details and routes	<input type="checkbox"/>

SEATING REQUIREMENTS	
Plan seating for lecture/presentation and inform venue	<input type="checkbox"/>
Draft and approve table plan	<input type="checkbox"/>
Design and print menus	<input type="checkbox"/>
Update caterers on numbers	<input type="checkbox"/>

AV	
Agree music/audio requirements for speeches etc	<input type="checkbox"/>
Approach and brief photographer if required	<input type="checkbox"/>
Agree visual requirements e.g. projectors and screens	<input type="checkbox"/>
Agree additional lighting requirements	<input type="checkbox"/>

VENUE	
Research possible venues	<input type="checkbox"/>
Agree venue (and accomodation if required)	<input type="checkbox"/>
Reserve all required spaces at venue	<input type="checkbox"/>

OTHERS

OTHER	
Signposting	<input type="checkbox"/>
Furniture (e.g. registration desk, lecturn)	<input type="checkbox"/>
Decorations (e.g. flowers, table cloths)	<input type="checkbox"/>
Available facilities (e.g. cloakroom, green rooms, parking)	<input type="checkbox"/>
Table plans, place cards, badges	<input type="checkbox"/>
Agree staffing and security requirements	<input type="checkbox"/>
Insurance	<input type="checkbox"/>
Licences	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>
Electrical Requirements	<input type="checkbox"/>

Accounts

FINANCES	
Compile budget	<input type="checkbox"/>
Approve budget	<input type="checkbox"/>



Appendix 4 (SDSB External Relations Office: EMBA/MBA Societies only)

- A corporate partner can bring and display from 4 to 8 flex-signs/standees around the designated venue at the time of event
- A corporate partner can display promotional posters on all the green-boards available on campus which are located in the busy areas e.g. Superstore, PDC, Academic Block, Computer Labs, and Student Lounges/Reading Rooms. [Please note none of them can be posted/pasted on walls, pillars, windows or doors anywhere on campus]
- A backdrop of no bigger than 6x4 can be placed in SDSB B1 & B2
- A backdrop of no bigger than 20x8 can be placed in SDSB B3
- No sort of backdrops can be placed in the auditoriums on the 1st and 2nd floor of the SDSB Building, with the exception of standees

The policy for food stalls and kiosks along with the related provisions remain the same for SDSB as has been assigned to other societies through the central marketing office. The University rules and regulations will be applicable to the MBA clubs/societies concerned with sports or any other similar/related extra-curricular activity.



Appendix 5- Extract of Vendor Policy

COMPETITIVE QUOTES, BIDS AND PROPOSAL PROCESS

The Procurement Department is responsible for obtaining the best value for purchases by evaluating quotations/proposals on the basis of price and other pertinent factors (e.g., payment terms, quality, service etc.). Minimum three (3) quotations shall be obtained from different vendors.

METHODS FOR PURCHASES:

Serial #	Type of Purchase	Rule	Procurement Document
(i)	Normal Purchase	Upto PKR 2,500,000	Request for Quotations (RFQ)/ Request for Proposal (RFP)
(ii)	Tendering	Above PKR 2,500,000	Invitation to Bid/ Tender
(iii)	Petty Cash Purchase	Upto PKR 10,000	Expense Claim Re-imbursement. Refer to section 10 of vendor policy for details
(iv)	Emergency Purchase	Endanger Life, Damage to Property or Suspension of an essential Service. Above PKR 30,000 approval is required from VC.	Telephonic Quotes Acceptable
(v)	Special Purchase	Done by Dean or authorised Faculty member	Refer to Section 12 of Vendor Policy for details
(vi)	Single Vendor Purchase	Service/material provided by the vendor is unique and/or not obtainable from other providers.	Refer to Section 13 of Vendor Policy for details
(vii)	Purchases from following stores can be made without seeking 3 quotations.	Metro, Al-Fatah, Hyperstar, HKB, Pot Pourri, Shezan, Gourmet, Fazal Din, Servaid, Mehmood Medicos and any renowned store which issues system generated receipt.	

GENERAL PRINCIPLES

The Procurement Department will be responsible for sending Request for Quotations (RFQ) to vendors whereas in case of Request for Proposal (RFP)/ Invitation to Bid/ Tender. The relevant department will provide all technical information to the procurement department for sending the RFP/EOI.

PRE-QUALIFICATION OF SUPPLIERS

All suppliers dealing with LUMS must meet the Qualification Criteria prior to receiving the Purchase



order in case of normal purchases. Once a vendor has qualified, that supplier will be added to the vendor list for that commodity for future Bid document submissions.

This section shall not apply to suppliers for tendering and petty cash purchases.



Appendix 6- Branding Policy

Contents

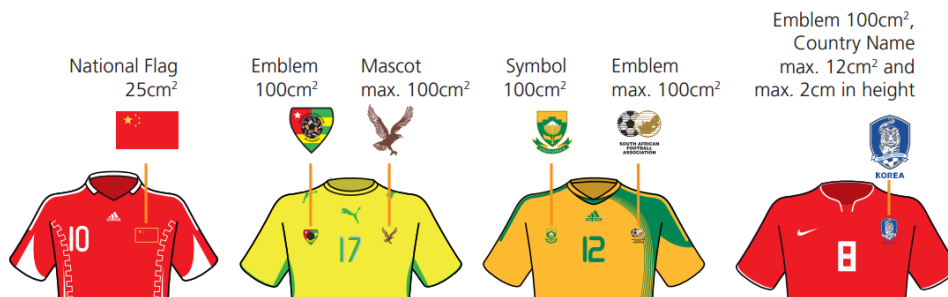
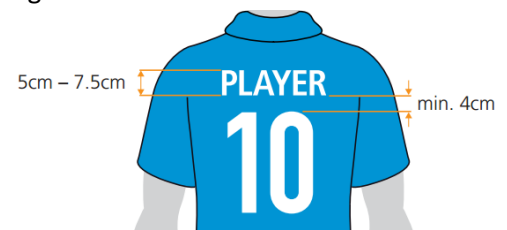
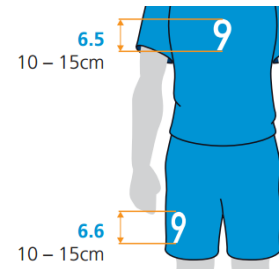
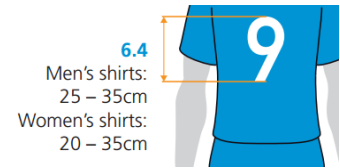
1. Soccer/football international standards
2. Cricket international standards
3. Basketball international standards
4. Tennis international standards
5. Squash international standards



**Rules and Regulations for Sports Kits
2014-2015**

Soccer/Football International Standards

- A number must appear on the back (centered) and the front (not necessarily centered) of any shirt and on the front of any shorts used.
- The size of the number on the back of each shirt used by players in any men's match must be between 25cm and 35cm in height and positioned in the centre of the back of the shirt.
- The size of the number on the back of the shirts used by players in any women's match must be between 20cm and 35cm in height.
- The number must be entirely visible when the player's shirt is tucked into the shorts
- The number on the front of the shirt must be positioned at chest level. The size of the number must be between 10cm and 15cm in height.
- The number on the front of the shorts may be positioned on either leg. The size of the number must be between 10cm and 15cm in height
- Players' names must appear on the back of the shirt
- The letters used for the player's name must be of the identical colour as the colour used for the number displayed on the back of the shirt and shall not contain any identifications of the manufacturer, sponsor advertising, decorative elements, design features or further elements.
- The player's name must be positioned above the number on the back of the shirt. The letters used for the Player's name shall be between 5 and 7.5cm in height and must be separated from the number by at least 4cm.
- Team may display the identifications of the sponsor listed in above on the front and the back of the shirt, in the Collar Zone and on the sleeves.
- These identifications of the sponsor may be positioned at chest level on the front of the shirt only and shall not limit the legibility of the number positioned on the front of the shirt.



- On each sleeve of the shirt, between the Shoulder Point and the Elbow Point, team may display only the university name.
- In the Collar Zone of the shirt the Sponsor Name, Symbol, University Name, University logo, manufacturer logo may appear in a maximum size of 15cm²

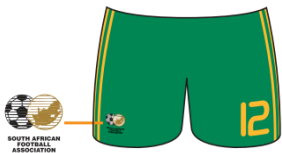
11.5
Only the National Flag
may appear on the sleeve
max. 25cm²



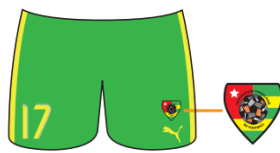
11.6
National Flag max. 15cm²



- Any letters used for the Official Member Association Name, the university name must not exceed 2 cm in height
- Any identification of a Member Association may only be displayed on the front of the shorts, no identification of a Member Association may appear on the back and should not exceed 50 cm².



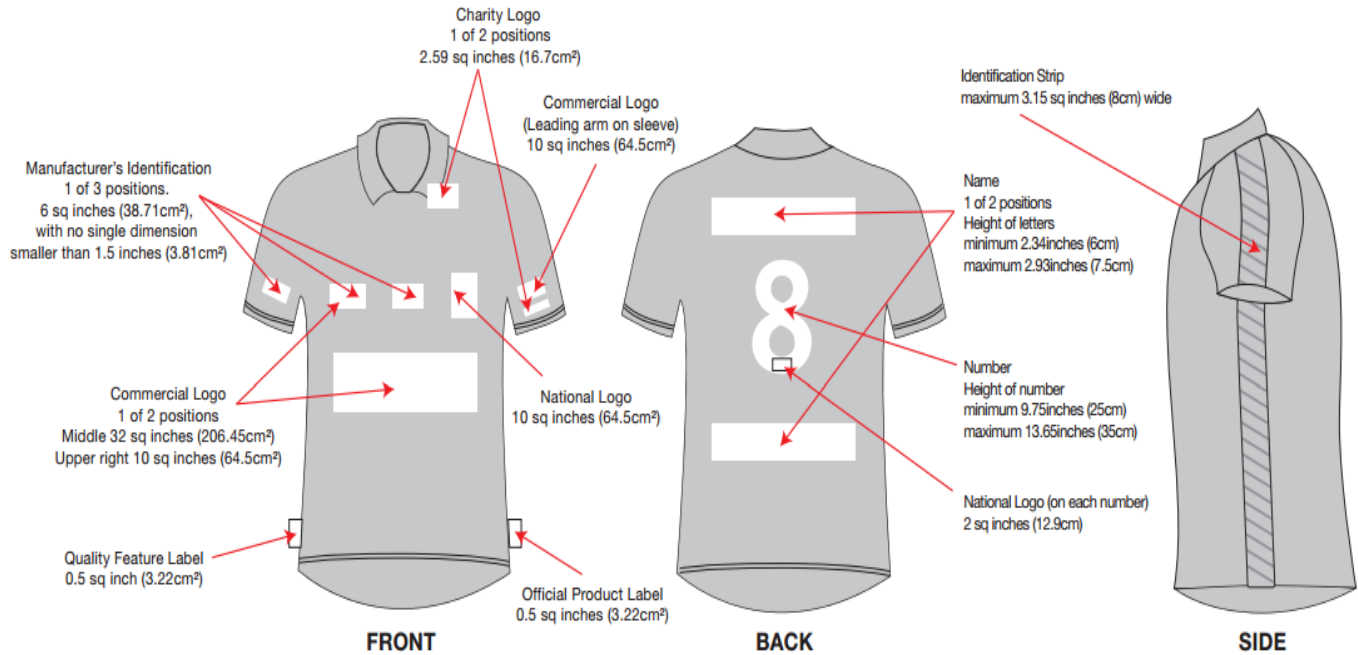
12.3 Emblem
max. 50cm²



12.3 Emblem
max. 50cm²

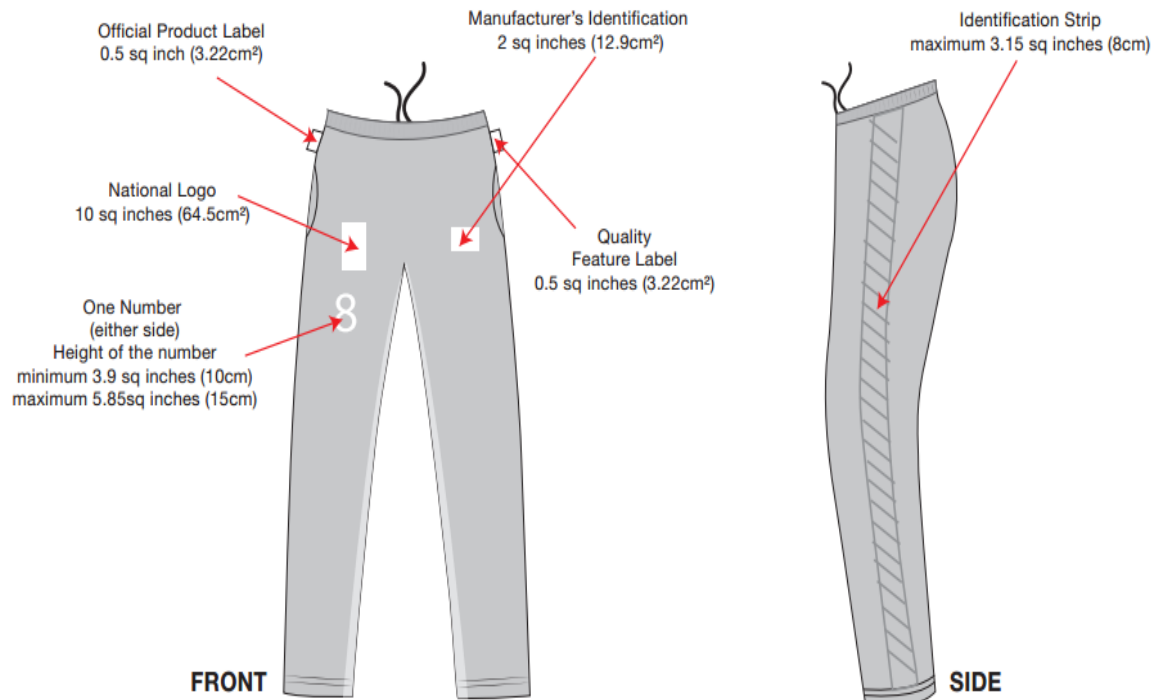
Cricket International Standards

PLAYING SHIRT



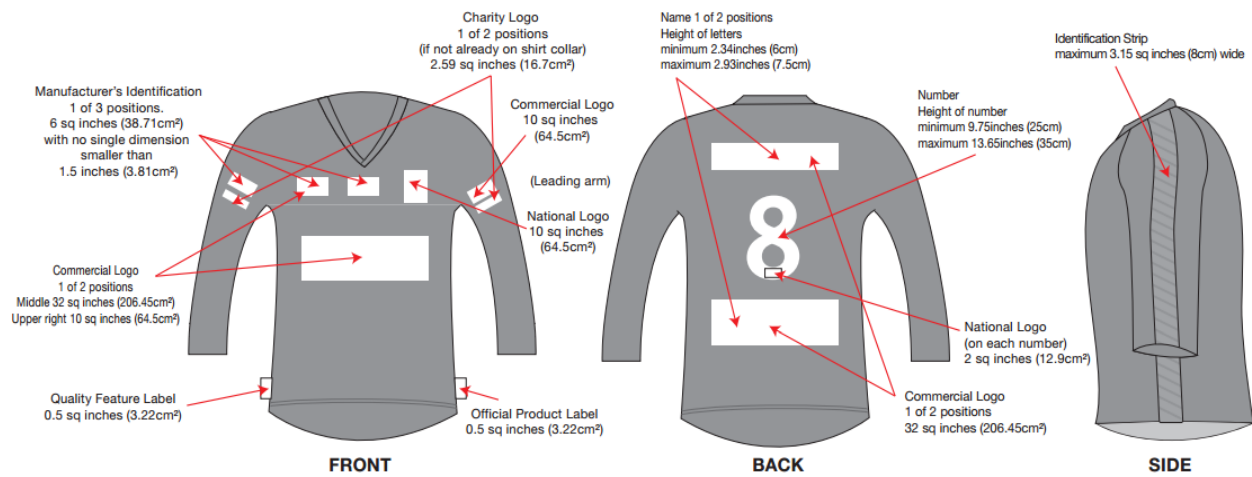
- The commercial (sponsor) logo shall be placed only on one of the two positions on the front of the shirt.
- The national (University) logo shall be visible clearly.
- Name of the player shall appear only on one of the two possible positions at the back of the shirt.
- Use of charity logo is subject to availability.

PLAYING TROUSERS



The national logo shall include the university logo and manufacturer logo shall be used in case the manufacturer wishes to place his logo on the trousers.

PLAYING SWEATER - LONG SLEEVED



- The commercial (sponsor) logo shall be placed only on one of the two positions on the front of the shirt.
- National (university) logo shall be visible clearly.
- Name of the player shall appear only on one of the two possible positions at the back of the shirt.
- Use of charity logo is subject to availability.



Basketball International Standards

- Each team member shall wear a shirt numbered on the front and back with plain numbers, of a solid colour contrasting with the colour of the shirt.
- Those on the back shall be at least 20 cm high
- Those on the front shall be at least 10 cm high
- The numbers shall be at least 2 cm wide
- Any advertising or logo shall be at least 5 cm away from the numbers.
- During the game a player may not display any commercial, promotional or charitable name, mark, logo or other identification.

Tennis International Standards

- No identification shall be permitted on a player's clothing, products or equipment on court during a match.

Playing Shirt

- One commercial (non-manufacturer's) identification for each sleeve, neither of which exceeds three square inches (19.5 cm²).
- One manufacturer's identification on each sleeve, neither of which exceeds eight square inches (52 cm²).
- If written identification is used within this eight square inches area on either or both sleeves, such written identification may not exceed four square inches (26 cm²) per sleeve.
- Front, Back and Collar combined maximum two manufacturer's identifications, neither of which exceeds two square inches (13 cm²) or one manufacturer's identification, which does not exceed four square inches (26 cm²) shall be permitted.

Playing Shorts/Trousers

- Two manufacturer's identifications, neither of which exceeds two square inches (13 cm²), or one manufacturer's identification which does not exceed four square inches (26 cm²) shall be permitted.
- On compression shorts, one manufacturer's identification not to exceed two square inches (13 cm²) and which shall be in addition to the manufacturer's identifications on shorts/skirts shall be permitted.

Hat, Headband or Wristband

- One manufacturer's identification not to exceed two square inches (13 cm²) shall be permitted.



Squash International Standards

Playing Shirt

- The manufacturer's normal trademark, symbol or name on one breast - the display to be contained within an area not exceeding 20 cm² in total and 10 cm in any one dimension.
- Sponsors' displays each to be contained within an area not exceeding 40 cm² in total and 10 cm shall be placed opposite to the manufacturer logo
- University name to be contained within an area at least 200 cm² and not exceeding 300 cm² on the back of the shirt or dress.
- The player's name may also be displayed within an additional area not exceeding 150 cm².

Playing Shorts/Trousers

- The manufacturer's normal trademark, symbol or name on one side or leg, contained within an area not exceeding 10 cm² in total.
- One sponsor display on the opposite side or leg, contained within an area not exceeding 20 cm² in total and 10 cm in any one dimension.