To: Print Vendors  
From: Bernadette Dierkes, Director of Special Projects, Villanova University  
Subject: Permission to Print Villanova University Yard Sign(s)  
Date: July 14, 2020

To Whom It May Concern:

This memo grants one-time permission to any vendor – licensed or unlicensed – to print Villanova University Class of 2024 yard sign(s). No royalties apply. These signs are to be printed in celebration of and for use by members of the incoming Class of 2024, and their families.

The following parameters must be used when printing the sign(s):

- The printed design must utilize one of the existing/provided files shown in the thumbnail images below
- Artwork cannot be altered in any way
- Signs may be printed through August 31, 2020

Printing Specs:
- Signs should be 24” wide X 18” high, one-sided, no bleed
- Paper suggestion is 100lb or more card stock OR H-sign corrugated board stock with H-stands