To: Print Vendors  
From: Melissa Cunningham, Assistant Vice President of Marketing, Villanova University  
Subject: Permission to Print Villanova University Yard Sign(s)  
Date: April 19, 2021

To Whom It May Concern:

This memo grants one-time permission to any vendor – licensed or unlicensed – to print Villanova University Class of 2025 yard sign(s). No royalties apply. These signs are to be printed in celebration of and for use by members of the Villanova University incoming Class of 2025, 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, 2021
- 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