

Office Signage for Nameplates

The College of Arts and Sciences Office of Marketing and Communications has created and approved the template that adheres to brand and accessibility standards. To ensure consistency, all must use this template for office signage or office/room nameplates.

## How to use this template

This Microsoft Word template makes it easy to create branded office nameplates. Please use the following steps to customize your nameplate.

1. Check the sector colors below to determine which template to use (See full list of departments on the next page).
* Arts Sector - **Lake LaSalle**
* Humanities Sector – **Solar Strand**
* Natural Sciences and Math Sector - **Victor E. Blue**
* Social Science Sector - **Letchworth Autumn**
* Dean's Office/CAS – **Harriman Blue** *See the* [*UB Brand website*](https://www.buffalo.edu/brand/creative/color/color-palette.html#secondary-palette) *for color palette.*
1. Please enter your information where it's indicated on the following few pages.
2. Be sure to delete these instructions, designs you’re not using and any other highlighted or placeholder copy.
3. Save your changes and print.

### Please note:

*The University at Buffalo and the College of Arts and Sciences are committed to ensuring accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards to ensure we provide equal access to all users. Please do not change the pre-established settings in this template. This includes the settings for font, line spacing, margins and colors in these regions, as well as the size and position of the brand extension mark. Keeping the same settings will ensure that this document complies with all brand and accessibility standards.*

## Sectors + Departments

Not sure what sector your department is in? Check out the list below.

### Arts Sector

Color: **Lake LaSalle**

* Department of Art
* Arts Management Program
* Department of Media Study
* Department of Music
* Department of Theatre and Dance

### Humanities Sector

Color: **Solar Strand**

* Department of Africana and American Studies
* Asian Studies Program
* Department of Classics
* Department of Comparative Literature
* Department of English
* Department of Global Gender and Sexuality Studies
* Department of History
* Department of Jewish Thought
* Department of Romance Languages and Literatures

### Natural Sciences and Mathematics Sector

Color: **Victor E. Blue**

* Department of Biological Sciences
* Department of Chemistry
* Department of Communicative Disorders and Sciences
* Department of Geology
* Department of Materials Design and Innovation
* Department of Mathematics
* Department of Physics
* Professional Science Management Program
* Department of Psychology

### Social Sciences Sector

Color: **Letchworth Autumn**

* Department of Anthropology
* Department of Communication
* Department of Economics
* Department of Environment and Sustainability
* Department of Geography
* Graduate Interdisciplinary Degree Program
* Department of Indigenous Studies
* Department of Linguistics
* Department of Philosophy
* Philosophy, Politics and Economics Program
* Department of Political Science
* Social Sciences Interdisciplinary Program
* Department of Sociology

## Template for the Office of the Dean

Name

**Title
Title**

Office of the Dean

College of Arts and Sciences

Name

**Title
Title**

Office of the Dean

College of Arts and Sciences

Name, Title

Name, Title

Name, Title

Office of the Dean

College of Arts and Sciences

## Template for Arts Sector

Name

**Title
Title**

Department of

College of Arts and Sciences

Name

**Title
Title**

Department of

College of Arts and Sciences

Teaching Assistant

Department of

College of Arts and Sciences

## Template for Humanities Sector

Name

**Title
Title**

Department of

College of Arts and Sciences

Name

**Title
Title**

Department of

College of Arts and Sciences

Teaching Assistant

Department of

College of Arts and Sciences

## Template for Natural Sciences and Mathematics Sector

Name

**Title
Title**

Department of

College of Arts and Sciences

Name

**Title
Title**

Department of

College of Arts and Sciences

Teaching Assistant

Department of

College of Arts and Sciences

## Template for Social Sciences Sector

Name

**Title
Title**

Department of

College of Arts and Sciences

Name

**Title
Title**

Department of

College of Arts and Sciences

Teaching Assistant

Department of

College of Arts and Sciences

## Template for Classrooms and other office space

College of Arts and Sciences

Classroom

College of Arts and Sciences

Conference Room

Department of

Lab

College of Arts and Sciences

Seminar