

## WGTC 2.4

### Public Relations

No person or department of West Georgia Technical College shall submit any press release, public service announcement, advertisement, or any other representation of the College through any and all public awareness methods without approval from the Director of Public Relations and Information.

Creators of such materials are to submit any and all public awareness media to the Public Relations department prior to publication. The PR department will check the media for consistency of message, look and feel, logo presentation, and use of Equal Employment Opportunity disclaimer.

The use of the WGTC logo shall be monitored and maintained by the Public Relations department, and no department or individual of the College will use the logo in any unacceptable manner, which may include distortion of shape or color or manufacturing/use of any versions of the logo not approved by the PR department of WGTC.

The Public Relations department will determine the uses of the various approved logo treatments/versions and will be responsible for college-wide awareness of the proper use of the logo and the guide.

Policy Source: West Georgia Technical College	Policy Manager: Director, Public Relations and Information	Effective: 3/2009
Division: Public Relations	Reviewed: 1/2022  Revised: 1/2022	