Name Tags

Name tags should be printed with a university logo at the top for all university sponsored events. Templates available at

Name tags should include the following information:

Title First Name Last Name

Position

Department or Division

Examples:

Dr. Ken Evans Dr. Jon Smith Mr. Juan Zabala

 President Instructor Vice President

Lamar University Nursing University Advancement

The title Ms. should be used for all women whose title is not Dr.

*Because we have so many faculty with and without Dr. as their title, it is important that the appropriate title be included on name tags so that everyone is properly addressed. Doing so saves embarrassment for the person addressing guests and eliminates anyone being slighted by their title not be used properly*.

Place cards

Title, First Name, Last Name

Dr. Ken Evans Dr. Jon Smith Mr. Juan Zabala

OR

Dr. Evans Dr. Smith Mr. Zabala

Mrs. may be used on place cards if a couple is coming together to a social occasion. For business meetings, etc. it is best to use Ms. for all women whose title is not Dr.

Tent/Placard

Title First Name, Last Name Mr. Robert Hawn
Position and/or Company Represented Maritime Affairs Director, West Gulf Maritime Association

 Mr. Bill Scott
Regent, Texas State University System