To: Temple Colleagues  
From: Kisha Hence  
           Senior Administrative Specialist  
Date: February 4, 2015  
Subject: Guidelines for Ordering Cords, Sashes and Stoles for the 2015 Commencement and Graduation Ceremonies

All Temple University graduates wear regalia (cap and gown) at Commencement and Graduation ceremonies as part of an honored tradition.

Students who excel academically are eligible to wear cords reserved for Latin Honors, university honors and other honors programs and honor societies. Sashes and stoles may be worn by students wishing to recognize their affiliation with the following: student-athletes, study abroad participants, international students, Greek organizations and university-approved student service or academic organizations.

Below are guidelines for ordering sashes:
· maximum length is 6 feet
· maximum width is 5 inches
· designs that utilize the Temple T must be approved

Below are websites with samples you can use to describe or show your request:
http://www.pridesash.com
http://www.honorsgraduation.com/graduation-stoles.htm

Requests for approval to wear cords or sashes must be sent via email to commencement@temple.edu by the student or service organization’s advisor or leader by April 1, 2015. We will review your submission with our colleagues in Strategic Marketing and Communications and respond to you within five days of your email to let you if your design is approved.

Please include the following information:

· Name of requester
· Email of contact
· Organization or affiliation
· Advisor/leader name
· Type of item (Sash, Stole or Cord)
· Full description of item and proposed design
· Website address (URL) of product to be ordered (photo or image of proposed sash required)

Please share this with colleagues who may need this information. If you have any questions, please contact Kisha Hence at khence@temple.edu.

Thank you.