



Persons Name Goes Here

Title goes here Title goes here Title goes here Title goes here Title goes here

Department Name Goes Here overflow to a second line of text if needed

Louisiana State University
Parent Name Goes Here (optional)
Room # Building Name
Baton Rouge, LA 70803

loginname@lsu.edu

O 225-XXX-XXXX

C 225-XXX-XXXX

F 225-XXX-XXXX

f geauxLSU

t @LSU

lsu.edu/xxxxxxxxxxxx

Sample Maximum Content



Person's Name Goes Here

Title goes here Title

loginname@lsu.edu

225-XXX-XXXX

lsu.edu

Louisiana State University
Room # Building Name
Baton Rouge, LA 70803

Sample Minimum Content

LSU Business Cards

Approved LSU Domains

- lsu.edu
- agcenter.lsu.edu
- eng.lsu.edu
- law.lsu.edu
- lsusports.net
- lsufoundation.org
- me.lsu.edu
- ncbrr.lsu.edu
- outreach.lsu.edu
- vetmed.lsu.edu

Only LSU employees may have business cards. Students do not qualify to receive LSU business cards with the sole exception of paid graduate assistants.

Maximum Content Limitations

- The right column may contain a maximum of 7 lines of content.
- All content must fit into configured template.
- No logos may be added anywhere on the card.
- Double-sided cards are not allowed except for foreign language cards.

Minimum Requirements

- Must include a url with an approved LSU domain [see list at left]
- If no url is provided, the main url "lsu.edu" will be printed on the card.
- An LSU email address with an approved domain [see list at left] is required.
- Non LSU email addresses are not allowed.
- A phone number is required.
- An employee name is required.
- A title is required.

Social Media on Business Cards

- Only LSU Facebook and Twitter accounts that are listed on the LSU social media directory may be listed on the business cards.
- No personal social media accounts are allowed on business cards.
- Twitter handles listed on business cards should be the @ symbol followed by your LSU Twitter account username.
- Facebook handles should be the unique url for your LSU account. For example, the main LSU facebook page url is: facebook.com/geauxLSU. Therefore the handle on the business card will be: geauxLSU.

Foreign Language Back

- Faculty and staff traveling abroad for LSU may have a foreign language version on the back of their card.
- The person requesting the foreign language card is responsible for providing all translated text to the printer as a PDF.
- A MS Word template set-up at the correct size and containing the LSU logo is available from Communications & University Relations for foreign language cards.
- Foreign language content MUST match the English language side of the card. No additional content is allowed.