

## **Checklist for Employees**

Beginning July 1, 2020 all college communication will be processed as Messiah University communication. In light of this change, our new address will be:

Name and/or Department  
Messiah University  
One University Avenue Suite XXXX  
Mechanicsburg, PA 17055

Please note the additional street name change of One College Avenue to One University Avenue.

This checklist was developed to help departments and employees prepare during the months leading up to the name change. For information about the name change, please visit: [https://www.messiah.edu/news/article/290/messiah\\_college\\_announces\\_decision\\_to\\_move\\_to\\_university\\_status](https://www.messiah.edu/news/article/290/messiah_college_announces_decision_to_move_to_university_status)

### **February 3 to May 15**

The University Implementation Team has developed a new stationery package for Messiah University including letterhead, envelopes and business cards. **All offices, departments and programs must transition to this new university design and may begin usage starting July 1, 2020.** *Additionally, all campus offices, departments and programs must discontinue use of the previous Messiah College stationery design after Sept. 1, 2020.*

### **Timeline for ordering Messiah University stationery**

Orders for “on-time delivery” (July 1-10) can be placed beginning February 3 and should be submitted prior to 2020 Commencement. May 15 will be the last day orders are accepted for guaranteed on-time delivery. Information specifically about how to place orders will be communicated on January 31<sup>st</sup> in a mass email.

### **Beginning in May**

Procurement Services will communicate the name and address changes to all suppliers in OneSource. As a good second push, you may wish to remind them about these changes as you email and interact with them. Resources for these interactions (postcards, sample letters, and suggested wording) will be made available in the spring.

Contact subscription services of any magazines or periodicals your department subscribes to. (This can happen prior to the July 1, 2020 name change)  
If you or your department hold a membership with a supporting organization or institution, be certain that you inform them of the name change.

**July 1**

All offices, departments and programs may begin using the new Messiah University name, design, and street address.

When making purchases with a purchasing card (P-Card or DB-Card), be sure to use Messiah University and the new address.

Faculty members who use DB-Cards to purchase from Amazon with Faculty Development funds will need to update their shipping address with Amazon.

If your email signature includes Messiah College's address, please change it to reflect the new name and updated address.

**July 1<sup>st</sup> – 3<sup>rd</sup>**

Comb your department/office website and social networking sites for instances in which the Messiah name is incorrect and make the edit. Don't forget to look at PDFs as well. The Office of Marketing and Communications will only be correcting the address as it appears in the footers at the bottom of Messiah web pages.

Please ensure that your personal web site, personal Facebook page, business cards and personal stationary reflect the new mailing address.

**Sept 1**

All offices, departments and programs must discontinue use of the previous Messiah College name and design

**Extending use of print materials:** Some offices/departments have expressed interest in extending the use of current print materials past July 1, 2020 that would not have to be otherwise reprinted, except to add the new logo. To assist with this stewardship, College Press has an inventory of stickers that may be ordered for this purpose. Obviously, this solution is geared towards print inventory that is more limited in distribution versus mass-distributed quantities, and departments are responsible for applying the stickers to their own inventories. Note: stickers may not be used to extend the life of campus stationery, including letterhead, envelopes and business cards. Individual departments may order stickers directly from College Press. Information about how to do so will be included in the mass email coming out on January 31<sup>st</sup>.