

Name Format Definitions

GTF Custom Name Formats	Area Requested	Definition	Example 1	Example 2
GTF Barrett H. Carson Addressee	Development	Title + First Name + Middle Initial + Last Name + Suffix + Suffix 2 (prof suffix) + 2 digit grad yr w apostrophe, separated by comma if more than one grad yr	Mr. Matthew H. Bain '01, '10	Alfred P. West, Jr., PhD '64, '10
GTF Individual Formal Addressee w/ Year	All	Uses OOB Individual Formal Addressee (Title + First Name + Middle Initial + Last Name + Suffix + Pref Major (abbrev) + Pref Class Year	Mr. Matthew H. Bain MGT 2001	Alfred P. West, Jr., PhD AE 1964
GTF Joint Formal Addressee	All	If spouses have same last name. Title + and + Spouse Title + First Name + Last Name + Suffix If spouses have different last names Title + First Name + Last Name + Suffix + and + Spouse Title + Spouse First Name + Spouse Last Name If both spouses are Drs. - Title + First Name + Middle Initial + Last Name + and + Spouse Title + Spouse First Name + Spouse Middle Initial + Spouse Last Name	Mr. and Mrs. Matthew H. Bain Dr. Alfred P. West, Jr. and Ms. Sarah E. Walter Dr. John F. Brock and Dr. Mary R. Brock	Mr. and Mrs. Stephen P. Zelnak
GTF Joint Formal Salutation	All	If spouses have same last name. Title + and + Last Name If spouses have different last names. Title + Last Name + and + Spouse Title + Spouse Last Name If both spouses are Drs. - Title + Last Name + and + Spouse Title + Spouse Last Name	Mr. and Mrs. Bain Dr. West and Ms. Walter Dr. and Dr. Brock	Mr. and Mrs. Zelnak
GTF Joint Formal Addressee - Development	Development	If Male and Female have same last name, Male comes first If Male and Female have different last names, Male comes first If same gender, order by last name, first name (asc)	Mr. and Mrs. Robert N. Stargel, Jr. Mr. John Jones and Mrs. Susan Smith Mr. John Jones and Mr. Tom Smith	Mr. and Mrs. Stephen P. Zelnak Mr. Brian Morell and Ms. Jennifer Briggs Ms. Cathy Cross and Ms. Jane Doe
GTF Joint Informal Addressee	All	Nickname or First Name + Spouse Nickname or First Name + Last Name. <u>Alumnus always comes first.</u>	Steve and Judy Zelnak	John and Mary Brock
GTF Joint Informal Salutation	All	Nickname or First name. Alumnus always comes first. If both are alum, order by first name (asc)	Steve and Judy	John and Mary
GTF Individual Informal Salutation	All	Nickname or First name	Steve	John
GTF Joint Informal Addressee Roll Call	Alumni	Nickname or First Name + Spouse Nickname or First Name + Last Name. Order by last name, first name (asc). If Household has one alumnus/a, use individual informal addressee Nickname or First Name + Last Name	Steve Zelnak	John and Mary Brock
GTF Joint Informal Salutation Roll Call	Alumni	Nickname or First name + Spouse Nickname or First name. Order by first name (asc). If household has one alumnus/a use individual informal salutation. Nickname or First name.	Steve	John and Mary
GTF Individual name w/ all degrees	Development	Nickname or First Name + Middle Initial + Last Name + Personal Suffix + Major Abbrev. + Class Year of all GT degrees, separated by comma.	John F. Brock III CHE 1970, MS CHE 1971, HON PHD 2016	Al West Jr. AE 1964, HON PHD 2010
GTF Joint Name w/ all degrees	Development	Nickname or First Name + Middle Initial + Last Name + Personal Suffix + Major Abbrev. + Class Year of all GT degrees and Spouse Nickname or First Name + Middle Initial + Last Name + Personal Suffix + Major Abbrev. + Class Year of all GT degrees.	John F. Brock III CHE 1970, MS CHE 1971, HON PHD 2016 and Mary R. Brock HON PHD 2016	Al West Jr. AE 1964, HON PHD 2010 and Sarah E. Walter
GTF - NameTag	Alumni	Nickname or First Name + Last Name + Major Abbrev. + Class Yr. If more than one degree, add Degree abbrev. + Major Abbrev. + Class Yr. for each degree.	Steve Zelnak IM '69	John Brock CHE '70, MS CHE '71, PhD '16

Out of Box Name Formats	Definition
Individual Formal Addressee	Title + First Name + Middle Initial + Last Name + Suffix
Individual Formal Salutation	Title + Last Name
Sort Name	Last Name, First Name, Middle Name
Individual Informal Addressee	First Name + Last Name