

College of Business

Marketing and Communication

COB Promotional Items Request Form

This form is to be used when requesting promotional items from the College of Business Dean's Office. Please fill in Sections 1 and 2 of the form and return to Mary Grace Phillips, Special Event Coordinator and Marketing Assistant College of Business.

SECTION 1

Date: _____

Name: _____ **Department and Program:** _____

Description of marketing and recruitment effort:

- Guest Lecturer/Presenter
- Recruiting Event (please specify): _____
- Donation for Conference (raffle, prize, auction, etc.)
- Employer Visit to Campus
- Other (please specify): _____

SECTION 2

Date & time when items are needed: _____ **Quantity needed:** _____

Type of promotional item requested (Note: Requests for specific items will be considered, but are not guaranteed.): _____

You will be notified about the status of your request including where and when items will be available for pick up.

I acknowledge that the information above is complete and accurate to the best of my knowledge. I acknowledge that if this request is granted; the items will be used only as specified and all unused items will be returned to Glass 400 within one week from the activity date.

Signature: _____

SECTION 3

FOR DEANS OFFICE USE ONLY

Date Request Processed: _____

Approved: Yes No

Quantity Provided: _____

Promotional Item Description: _____