



**Department of Communications & Marketing**

**Promotional Items & Publications Request**

*Please give 72 hours notice, especially for large quantities. Return all unused items to mailbox 27. This will help us meet everyone's needs and assure up-to-date materials are being distributed.*

**Today's Date:** \_\_\_\_\_

**Materials needed by:** \_\_\_\_\_ **For the following event:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Choose one:**       Call me on completion       Deliver to mailbox \_\_\_\_\_

<b>Quantity</b> <i>Specify number of items, not boxes</i>	<b>Item/Publication</b>
	PSC Tablecloth
	Pencils
	Pens
	Green folders
	Plastic Bags
	Name Tags
	Magnets
	Key Chains
	Academic Catalog
	Current Semester Credit Schedule
	Current Semester Non-Credit Schedule
	PSC at a Glance (overview brochure)
	Viewbook for High School Students
	Viewbook for Returning Adults
	Fast Facts Business Card Holder
	Business Reply Cards
	How to Enroll—Enrollment Funnel
	Program brochures (please list titles)