



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 \_\_\_\_\_

| Quantity<br><i>Specify number of items, not boxes</i> | Item                          | Quantity<br><i>Specify number of items, not boxes</i> | Publication                            |
|---|-------------------------------|---|--|
|   | PSC Tablecloth                |   | Academic Catalog                       |
|   | Pencils                       |   | Current Semester Schedule              |
|   | Pens                          |   | PSC at a Glance (overview brochure)    |
|   | Green folders                 |   | Viewbook for High School Students      |
|   | Plastic Bags                  |   | Viewbook for Returning Adults          |
|   | Name Tags                     |   | How to Enroll—Enrollment Funnel        |
|   | Magnets                       |   | Fast Facts Business Card Holder        |
|   | Key Chains (up to 40)         |   | Program brochures (please list titles) |
|   | Tote bags (up to 30)          |   |  |
|   | Stress Balls (up to 25)       |   |  |
|   | Note pads (up to 30)          |   |  |
|   | T-Shirts (up to 20)           |   |  |
|   | Glitter pens (limited supply) |   |  |