

Communication & Marketing
Promotional Items Request

Event Name:	
Event Date:	Today's Date:
Requested Deadline* for Project Completion:	

Requests should be made as early as possible but at least 3-4 days in advance of when needed. Deadlines may need to be negotiated based on the current workflow within C&M.

Name of Requestor:	Ext:
Department:	

Completed Date: (C&M Use only)	Marked in Item Distribution Count:
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Circle Item & Amount (check all that apply):	
Book Lights – low stock	
Brochures (Generic)	
Campus Maps	
Channel (formerly Current) Magazine	
Fact Sheets	
Pens – regular (not in stock – check back in Feb)	
Pens – 2 in 1 hi-lighter (not in stock – check back in Feb)	

Brief Description of Project: (including target audience, quantities)

E-mail or Hardcopy to: Robin Horne to: robin.horne@csuci.edu Ext. 8947

NOTE:

Please plan for pick up from the Communication & Marketing office located in Solano Hall, Room 1201