

PROMO / GIVEAWAY REQUEST

• RETURN TO CAMPUS ACTIVITIES & ENGAGEMENT, SCTR L104



CONTACT INFO

ORGANIZATION NAME

CELL #

CONTACT NAME

EMAIL

DATE RECEIVED

DATE ITEMS ARE NEEDED BY:

EVENT INFO

NAME OF EVENT

WHERE

DATE & TIME

TOTAL # OF ITEMS TO BE GIVEN TO THE GENERAL STUDENT BODY:

HOW WILL THIS BE PAID?

SEG FEES

PRIVATE ACCOUNT

PRODUCT INFO

***ATTACH DOCUMENTATION, SCREENSHOT OF WEBSITE OR EMAIL ADDRESS. ALSO ATTACH COPY OF DESIGN OR MOCK-UP, IF APPLICABLE.**

APPROVED WEBSITES FOR IMPRINTED PRODUCTS. **CHECK ONE** OF THE COMPANIES YOU ARE ORDERING FROM.

COMPANY	WEBSITE	AGENCY REP EMAIL	PICK
4imprint	www.4imprint.com	none	<input type="checkbox"/>
Custom Ink	www.customink.com	none	<input type="checkbox"/>
Brown and Bigelow	www.brownandbigelow.espwebsite.com	joywilson@charter.net	<input type="checkbox"/>
U of Promo	www.uofpromo.com	jim@uofpromo.com	<input type="checkbox"/>

OR, PLEASE PROVIDE ANOTHER VENDOR: _____

PRE-APPROVAL FROM CA&E IS REQUIRED

QTY.	SIZE	DESCRIPTION INCLUDE COLORS, VENDOR OR MODEL NUMBER, ETC.

AUTHORIZATION REQUIRED

ORG. PRESIDENT

SIGNATURE

PRINT NAME

DATE

CA&E

SIGNATURE

PRINT NAME

DATE