

Communication & Marketing  
Promotional Items Request

<b>Event Name:</b>	
<b>Event Date:</b>	<b>Today's Date:</b>
<b>Requested Deadline* for Project Completion:</b>	

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.

<b>Name of Requestor:</b>	<b>Ext:</b>
<b>Department:</b>	

<b>Completed Date:</b> (C&M Use only)	<b>Marked in Item Distribution Count:</b>
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**Circle Item & Amount (check all that apply):**

Brochures (Generic)	Pens – 2 in 1 hi-lighter
Campus Maps	Pens
Channel (formerly Current) Magazine	Pencils
Campus Hi-Lights (formerly Fact Sheet)	Water Bottles
Red grocery tote bags	Spirit Dolphin Decals
Stadium cups	Flying Discs
Key-lights	
	<b>Last revised: September 28, 2010</b>

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

E-mail or Hardcopy to: Robin Horne to: [robin.horne@csuci.edu](mailto:robin.horne@csuci.edu) Ext. 8947

**NOTE:**

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