



Communication & Marketing Items Request Form
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Event Name:	
Event Date:	Today's Date:
Requested Deadline* for Project Completion:	

Name of Requestor:	Ext:
Department:	

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.

Completed Date: (Marketing use only)	Marked in Item Distribution Count:
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* Deadlines may need to be negotiated based on the current workflow within the division.

Circle Item & Amount (check all that apply):

Book Lights – <i>low stock</i>	Squishy dolphins – <i>out of stock</i>
Brochures	Photo frame/calendar combo
Campus Maps	
Computer Bags	
Current Magazine	
Fact Sheets	
Mugs - <i>out of stock</i>	
Pens – REGULAR - <i>low stock</i>	
Pens – 2 in 1 hi-lighter - <i>low stock</i>	
Pencils – <i>low stock</i>	
	Last revised: May 26, 2009

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

E-mail or Hardcopy to: Robin Horne @ robin.horne@csuci.edu Phone: 437-8415

NOTE:

Please plan for pick up at the Communication & Marketing / Advancement wing located in Solano Hall.