



UNIVERSITY *of* ALASKA ANCHORAGE

PROMOTIONAL ITEMS REQUEST FORM

DATE: _____

CONTACT PERSON: _____

DEPARTMENT: _____

PHONE: _____

E-MAIL: _____

ITEM REQUESTED: _____

QUANTITY: _____

HOW WILL THE ITEM BE USED? _____

EXPLAIN HOW YOUR EVENT/ACTIVITY WILL ADVANCE THE EXCELLENCE OF UAA (i.e., student impact, program excellence, community visibility).

DESCRIBE WHO WILL BENEFIT FROM YOUR PROGRAM/ACTIVITY/EVENT.

HOW WILL THE ITEM HELP YOUR EVENT/ACTIVITY BE SUCCESSFUL?

WHO WILL THE ITEM BE GIVEN TO? _____

WILL OTHER PROMOTIONAL ITEMS BE DISTRIBUTED AT YOUR EVENT?
IF SO, PLEASE BRIFLY DESCRIBE THE ITEM(S).

WHEN DO YOU NEED THE ITEM BY? _____

Quantities of UAA promotional items are limited. Completion of this form does not guarantee that you/your department will receive the requested promotional items. University Advancement will review your request and make a decision based on strategic priorities. You will be notified within one week of submitting this request.

Please return this form to:

University Advancement
ATTN: Jessica Hamlin
3211 Providence Drive, ADM 236
Anchorage, AK 99508
Phone: (907) 786-1288
Fax: (907) 786-1957
E-mail: anjmh6@uaa.alaska.edu

THANK YOU!