**Promotional Materials Request Form**

**Personal / Department Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Department:** |  | **Position/Title:** |  |
| **Contact Number:** |  | **Email:** |  |

**Event / Campaign Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Event or Campaign Name: |  | | |
| Date Needed: |  | Location (if applicable): |  |
| Purpose of Materials: | (e.g., trade show, client meeting, internal use) | | |

**Materials Requested (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Flyers | Brochures | Posters | Banners | Business Cards |
| Promotional Merchandise (pens, mugs, t-shirts, etc.) | | | Digital Graphics (social media, email, etc.) | |
| Other: | | |  | |

**Quantity Requested**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Flyers: | Brochures: | Posters: | Banners: | Merchandise (type & quantity): |

**Design Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| Use Existing Template: | [ ] Yes [ ] No | Custom Design Needed: | [ ] Yes [ ] No |
| Logo/Brand Guidelines Attached: | [ ] Yes [ ] No |  |  |

**Approval Section**

|  |  |  |  |
| --- | --- | --- | --- |
| Requested By: |  | Approved By: |  |