

Marketing Material Request Form

In order to place an order for any marketing material including but not limited to t-shirts, pens, postcards, pop-up stands, banners, etc., all departments and colleges must first receive approval from the Office of University Relations by completing this form, return via email:

universityrelations@muw.edu

Date:

Department/Organization Information:

Department/Organization Name:

Contact:

Phone:

Email Address:

How will the item(s) be used? Select one or more

Given Away

Fundraiser

Recruiting

Has the design been approved by the Office of University Relations?

☐ Yes ☐ No

Licensee Information – Licensee must submit artwork through Brand Manager 360

Company:

Contact:

Phone:

Email Address:

Product(s):

Order Details:

Email Completed Form to: universityrelations@muw.edu

The following is completed by the Office of University Relations.

Approved

Signature/Date

