



Office Use Only

Received by:

Date:

Approved:

Winona State University-Rochester Swag Request Form

PLEASE NOTE:

- All requests are on a first come, first serve basis and only available based on current office stock.
- If you are looking for the Graphics Request Form to promote your event on social media, please contact WSU-Rochester Marketing.

CONTACT INFORMATION

Name:

Email:

Phone:

Department:

Office Room No:

EVENT DESCRIPTION

Name of Program/Event:

Date:

Location:

Purpose:

Target Audience:

Undergraduate:

Graduate:

Expected Attendance:

Other related details:

PROMOTIONAL MATERIALS

Example items include brochures, pennants, chip clips, folders, pens, sticky notes, phone wipes, etc. We can't promise what is in stock, but will try to accommodate you as best as possible.

Preference of Promotional Materials:

Number of Admission Pieces Requested:

Date materials are needed:

**Please return form to
WSU-R at least three weeks in advance for processing.
wsurochester@winona.edu**