



## Event Materials Order Form - Fall 2018

College/Unit/Dept: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date needed: \_\_\_\_\_

Date requested: \_\_\_\_\_

I will return borrowed materials by: \_\_\_\_\_

**Choose one:**

\_\_\_\_\_ I will pick up at the Levitt Center (1 W. Park Road)

\_\_\_\_\_ Please deliver to this location: \_\_\_\_\_

*All items/services are subject to availability. Please submit requests to Katie McCoid, 319-467-3435/katie.mccoid@foriowa.org as soon as you are able.*

**BANNER** (check out and return) Size: 36" x 54" approx  
3 grommets, top and bottom

**Qty requested:** \_\_\_\_\_

**TABLE RUNNER** (check out and return) Size: 82" x 36"

**Qty requested:** \_\_\_\_\_

**PENNANT BANNER** (check out and return) Black and gold flags – 30' long

**Qty. requested:** \_\_\_\_\_

**TABLETOP COLLECTION BOX** (check out and return) \*Please review "Collection Box Guidelines" in toolkit

**Qty requested:** \_\_\_\_\_

(over)

**BALLOONS\***

WE ARE PHIL LOGO LATEX BALLOONS

Qty requested:

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UNPRINTED BALLOONS  
Plain black and yellow balloons

Qty requested:

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*The UI Center for Advancement will provide the following accessories to accompany balloons:*

- Ribbon
- Weights

*\*If you wish to inflate with helium, you will need to provide your own helium.*

**SMALL INCENTIVES (“BENDY PHIL” USB DRIVES, POWERBANKS, STICKY NOTES, PENS)**

Please note here how many of each:

Qty requested:

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**“WINDY PHIL”** (Check out and return)  
Wind dancer for outdoor events (See photo at <https://flic.kr/p/xDpyJb>)

Date Requested:

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**WE ARE PHIL NOTECARDS**  
For thank-you notes, etc.

Qty requested:

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**“I AM PHIL” STICKERS**

Qty requested:

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**TABLE TENTS**  
General info about WE ARE PHIL

Qty requested:

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**EXTRA CONTRIBUTION FORMS**

\*Forms are also available for downloading/printing at [wp.foriowa.org/facultystaff/resources](http://wp.foriowa.org/facultystaff/resources)

Qty requested:

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Please submit request to:

Katie McCoid

UI Center for Advancement

[katie.mccoid@foriowa.org](mailto:katie.mccoid@foriowa.org)