

Received by: \_\_\_\_\_

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

## Material Request Form

Please fill out form and attach any emails or supporting documents for request consideration.

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event \_\_\_\_\_

Date needed: \_\_\_\_\_ Amount requested \_\_\_\_\_

Hotel visitors will be staying \_\_\_\_\_

### Materials:

- |  |  |
|--|--|
| <input type="checkbox"/> Bag                         | <input type="checkbox"/> Rack Card               |
| <input type="checkbox"/> Folder                      | <input type="checkbox"/> Visitor Guide           |
| <input type="checkbox"/> Welcome Information Booklet | <input type="checkbox"/> Welcome Center Tri-fold |
| <input type="checkbox"/> Activity Book               | <input type="checkbox"/> Where It All Began      |
| <input type="checkbox"/> Calendar of Events          | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> GAC Rack Card               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Lane's Rack Card            | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Meeting Spaces              | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> MOA Rack Card               | <input type="checkbox"/> _____                   |
| <input type="checkbox"/> Points of Interest Map      | <input type="checkbox"/> _____                   |

Any other information/details:

---

---

---

---

---

---

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Materials Picked up By: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Released By: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_