

Fullerton College Marketing Items Check-Out Procedure

The Fullerton College Public Information Office has various items available to other departments that may be used for various marketing and outreach events.

Items available for check-out include:

- Table-top trade show display (1)
- Fullerton College 6 ft. table drapes (2 vinyl, 2 polyester)
- Whiteboard easels (2)
- "How May We Help You?" banner (8)
- "Welcome to Fullerton College" banner (1)
- "Enroll Now" banner (1)
- Signage Stands (3)
- EZ-Up canopy (3)
- Laser Pointer (1)

Requesting Items:

The Public Information Office encourages other departments to use the items to promote the College. To request an item, please go to the Fullerton College website and under the drop-down menu select "Public Information Office". There will be a link called "Forms" that will lead to the "Marketing Materials Request" form. Please fill out the form. You will later receive an email approving or denying your request.

When requesting an item, please give at least three business days advance notice. The individual requesting the item(s) will pick up the item at the Switchboard (Building 100, Room 113) where PIO staff will go over the item and check for any damages/flaws in the item. A sign-off will be required prior to the item being checked-out.

Returning Items:

When the item is returned, PIO staff will go over the item and check for damages/flaws. Any item returned with damages/flaws will be noted and the responsible department will be charged for the cost of repairing or replacing the item. Items not returned at all will be charged the full purchase price.

For more information, please contact the Public Information Office at ext: 27013.