

EVENT SUPPLIES REQUEST FORM

To request supplies for Rice alumni events, please complete this form and return it to the alumni office by email at alumni@rice.edu or by fax to 713-348-5210.

Event supplies will be mailed via Federal Express. Please leave plenty of time to receive materials. Coordinate with your alumni office staff liaison to determine whether to return unused items or store them for use at future events. Questions? Call 800-742-3258.

Event:

Event Date:

Name:

Address (No P.O. Boxes):

Daytime Phone:

Please mark the items that you would like the alumni office to supply for your event:

- ☐ RSVP list or sign-in sheet
- ☐ Nametags
- ☐ Pens
- ☐ Markers
- ☐ Banner or other Rice decorations
- ☐ Rice literature
- ☐ Give-aways for door prizes or drawing
- ☐ Tickets for drawing
- ☐ Publicity materials for upcoming events (Please list particular events, if any):
- ☐ Other: