

Promotional Products Checklist

Event: Trade Show _____ Seminar _____
Award Trip _____ Sales Call _____
Award Ceremony _____ Room Gift _____
Executive Gift _____ Employee Event _____
Product Introduction _____ Other _____

Event Location or Trip Destination: _____

Theme: Show _____
Meeting _____
Trip _____
Destination _____
Our Product _____

Audience: Male (%) _____ Female (%) _____ Age Range _____
Target Audience's work environment/occupation _____

Objective/Benefit: What do you wish to accomplish with the promotional items selected?

The Item Should: Go Home _____ Stay on Desk _____
Go In Car _____ Other _____

Suggestions (specific items to be researched): _____

Available Budget (per item): _____ **Required Date:** _____

Artwork Available: _____ **Required Quantity:** _____

Ship to Address: _____

Hold for: _____

Phone: _____

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