



## **Procedure for Ordering Name Badges**

The following steps are for ordering metallic name badges from the College's vendor, Gulf Coast Trophies. The purpose is to ensure a unified marketing presence across San Jacinto College, and to streamline the process between San Jacinto College departments and the vendor.

Name badge orders should be placed with the marketing department by Fridays at 3 p.m. The marketing department will only place orders with Gulf Coast Trophies on Mondays. Name badges are \$4.50 per badge.

### **Step 1**

Complete the Publications Request (PRS) Form following this memo. Be sure to include the date you need your name badge(s), as well as a FOAP (we will charge the cost back to your department). When complete, please email the form to Dana Eifert, marketing office manager, at [dana.eifert@sjcd.edu](mailto:dana.eifert@sjcd.edu).

If you are requesting more than one name badge for your department, please complete only one PRS request, and attach a Word document with the details (Name and Department ONLY) of each badge. **Please note that no job titles (i.e., professor, director of purchasing, department chair, etc.) will be printed on the name badges.**

All name badges will have consistent elements so as to present a unified look and feel District-wide. The following style is what you can expect to see when you receive your name badge:

**First line:** San Jacinto College logo and tagline

**Second line:** Name

**Third line:** Department

### **Step 2**

A member of the publications team will receive and review your request. Any changes will be e-mailed and verified with you via e-mail prior to being sent to the vendor.

### **Step 3**

The printed name badge will be sent to the marketing department at the District office. Name badges will be forwarded to you via inter-campus mail.



## NAME BADGE REQUEST FORM

Please complete this form and email to Dana Eifert, marketing office manager, at [dana.eifert@sjcd.edu](mailto:dana.eifert@sjcd.edu).

For all stationery items, including business cards, envelopes and letterhead, place your order at [www.sanjac.edu/estore](http://www.sanjac.edu/estore).

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Campus: \_\_\_\_\_

FOAP: \_\_\_\_\_

Name as it is to appear on the name badge: \_\_\_\_\_

Department as it is to appear on the name badge: \_\_\_\_\_

Deliver name badge to: \_\_\_\_\_

Please list name and campus location