

## Fullerton College Marketing Items Check-Out Procedure

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

Items available for check-out include:

- Fullerton College 6 ft. table covers (3)
- 6 ft. table (1)
- Whiteboard easels (2)
- EZ-Up canopy (3)
- Step and Repeat (1)
- Steamer (1)
- Photo booth props (multiple pieces)
- Instagram border frame (1)
- Table tent holders (10)
- Walkie-talkies/two-way radios w/ chargers (6)
- Brochure racks
- 8-1/2 x 11 display holder (6)
- Fullerton College pennant (1) and pom-poms (6)
- Digital camera (available only by special request)

Requesting Items:

The Campus Communications Office encourages other departments to use the items to promote the College. To request an item, please email Melissa Serrato at [mserrato@fullcoll.edu](mailto:mserrato@fullcoll.edu) or call 714-732-5054. Once your request has been approved, you will pick up items on reserve at Building 100, Room 113 (except for canopies). Canopies must be reserved with Melissa Serrato before including them in a Master Calendar reservation. Canopies are delivered by Facilities on the day of the request.

When requesting an item, please give at least three business days advance notice. When picking up the items Campus Communications 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:

Items should be returned within 24-48 hours following your event. All items will be reviewed by Campus Communications staff to 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. If an item is lost or unreturned, it will be the responsibility of the department or division to replace the item.

For more information, please contact Campus Communications at Ext. 27013.