



Special Event Worksheet Apparel & Promotional Items

Company name: _____

Contact: _____

Billing address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Mobile: _____ email: _____

Events you are currently planning:

- | | | |
|--|---|--|
| <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Tradeshow | <input type="checkbox"/> VIP Gathering |
| <input type="checkbox"/> Anniversary/
Milestone | <input type="checkbox"/> Convention | <input type="checkbox"/> Holiday Party |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Company Picnic | |

Event date(s): _____

Type of gifts:

VIP/Executive Gifts:

- | | | |
|--------------|--------------------------------------|-----------------|
| Price range: | <input type="checkbox"/> \$10 - \$24 | Quantity: _____ |
| | <input type="checkbox"/> \$25 - \$49 | Quantity: _____ |
| | <input type="checkbox"/> \$50+ | Quantity: _____ |

Employee Incentives/Customer Appreciation:

- | | | |
|--------------|--------------------------------------|-----------------|
| Price range: | <input type="checkbox"/> Under \$10 | Quantity: _____ |
| | <input type="checkbox"/> \$10 - \$24 | Quantity: _____ |
| | <input type="checkbox"/> \$25 - \$49 | Quantity: _____ |
| | <input type="checkbox"/> \$50+ | Quantity: _____ |

Promotional Giveaways:

- | | | |
|--------------|------------------------------------|-----------------|
| Price range: | <input type="checkbox"/> Under \$1 | Quantity: _____ |
| | <input type="checkbox"/> \$1 - \$2 | Quantity: _____ |
| | <input type="checkbox"/> \$2 - \$4 | Quantity: _____ |
| | <input type="checkbox"/> \$5+ | Quantity: _____ |

Items you are interested in:

- | | | |
|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Sport Shirts | <input type="checkbox"/> Housewares | <input type="checkbox"/> Tools |
| <input type="checkbox"/> Dress Shirts | <input type="checkbox"/> Drinkware | <input type="checkbox"/> Flashlights |
| <input type="checkbox"/> Jackets | <input type="checkbox"/> Pens | <input type="checkbox"/> Food Items |
| <input type="checkbox"/> Hats | <input type="checkbox"/> Stationary | <input type="checkbox"/> Golf Items |
| <input type="checkbox"/> Travel Bags | <input type="checkbox"/> Key Tags | <input type="checkbox"/> Desk Accessories |
| <input type="checkbox"/> Tote Bags | <input type="checkbox"/> Clocks | |
| <input type="checkbox"/> Coolers | <input type="checkbox"/> Calculators | |
| <input type="checkbox"/> Other: _____ | | |

Please e-mail completed form to **promotions@tracemarketing.com** or fax to **941-827-9388**. For assistance, please call an event specialist at **941-379-2030**.