

Souvenir Requisition Form

Request Date: _____ Date Required: _____

Organization Requesting: _____

*Please attach written request for all organizations

Contact Name: _____ Contact Phone: _____

Event Name: _____

Type of Event Sport Meeting/Convention Social/Other _____

Event Date(s): _____

Home Event Away Event (location: _____)

Tourism Burlington Welcome Bags:

Description	Quantity Requested	Items required
Team Bag (up to 250)		<input type="checkbox"/> Large Bag <input type="checkbox"/> 6 Visitor's Guides per bag <input type="checkbox"/> 6 Tear Maps per bag
Individual Bag (Up to 300)		<input type="checkbox"/> Small bag <input type="checkbox"/> Visitors Guide <input type="checkbox"/> Tear Map
Bulk Items (Up to 300)		<input type="checkbox"/> Small bag or <input type="checkbox"/> Large bag <input type="checkbox"/> Visitors Guide <input type="checkbox"/> Tear Map

Pins

Description	Quantity Requested	Items required
Organizations (Up to 100/event up to a max. of 600/calendar year)		<input type="checkbox"/> Canada or <input type="checkbox"/> Burlington Pins

Other Items: _____

Date contacted for pick-up _____ Contacted By: _____

Received by: _____ Date: _____

Office Use Only

Qty. Given: VG _____ TMap _____ Coupon Books _____ Burlington Pins _____ Canada Pins _____

TB Postcards _____ Other _____

Large bags _____ Small bags _____ Folders _____

Special Notes: _____

Assigned to: _____

Other Collateral:

- | | | |
|---|--|---|
| <input type="checkbox"/> Welcome Banner 8ft | <input type="checkbox"/> Welcome Banner 16ft | <input type="checkbox"/> Leisure Pull Up Banner |
| <input type="checkbox"/> Shop/Dine Pull Up Banner | <input type="checkbox"/> Sport Pull Up Banner | <input type="checkbox"/> Meeting Pull Up Banner |
| <input type="checkbox"/> Give Em a Pickle DVD | <input type="checkbox"/> What's a Pickle DVD | <input type="checkbox"/> Leadership Pickle DVD |
| <input type="checkbox"/> Ambassador Training DVD | <input type="checkbox"/> Ambassador Training VHS | |

Date Required: _____ Date Returned: _____

*In an effort to be more environmentally friendly Tourism Burlington bags are biodegradable and can be put in your green box. Please return any unused packages for re-use/re-cycling.