

VS Recruitment Request Form

(Please email to LaWanda.A.Thomas@usda.gov or fax this form back to 301-734-7393, Attn: LaWanda Thomas)

Date of Event: _____ Name of Event/Fair: _____

Location of Event: _____

1. Name, Agency and Phone Number of Recruiter(s) Attending:

2. Address where to ship the materials (Attention Who?): Must be location where someone can sign for them when they are received.

3. Literature and Handouts requested:

4. Giveaways and Promotional Items requested:

5. If needed, what type of display would you like?

____ Floor Model (sits on the floor, about 8 feet tall)

____ Table Top (sits on the table, about 3 feet tall)

6. Approximately how many giveaways, handouts, brochures, will you need?

____ 25

____ 50

____ 75

____ 100

____ 200

FOR THE RECRUITMENT PROGRAM OFFICE USE ONLY

Date materials/display were shipped? _____

How the materials/display were shipped? _____