

Admissions and Recruitment
RECRUITMENT EVENT REQUEST FORM

Please return to Dean Crawford, Director of Recruitment and Marketing, no later than 72 hours before each event. Please email crawfordd@mctc or call 304-7103359 with any questions.

Date of Visit:	Mountwest Representative:
Department:	
Type of Visit: <input type="checkbox"/> School <input type="checkbox"/> Fair <input type="checkbox"/> Community Event <input type="checkbox"/> Professional Development	
Format of Visit: Browse Presentation Luncheon Other	

Event Name and Location:		
Contact Person & Title:		
Address:		
City:	State:	Zip:
Telephone:		Contact E-Mail:

BRIEF DESCRIPTION OF EVENT:

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SUPPLIES NEEDED FOR EVENT:

Item	Quantity
Applications	
Enrollment Checklists	
Fact Sheets	
Financial Aid Information	
Informational Brochures	
Pens or Pencils	

I understand that any equipment or supplies loaned to me through the Office of Admissions and Recruitment are to be returned within 72 hours of returning from the above event.

Signature:	Date:
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Office Use Only: ☐ **Approved** ☐ **Denied** **Date:** _____