

Internal nametag request form

Use this form to request a nametag to wear on campus. It is a tool to help students identify those who can help them. **To request a nametag to wear at off-campus events, use the external nametag request form found on the Public Folders under “BCC Forms.”**

The nametag is black plastic with white letters, 1” x 3”, and will look approximately like this:

Name
Department

Please print the desired form of your name, including middle initial if desired.

Name:

(first)

(middle initial if desired)

(last)

Date needed, if any:

Department:

Extension:

Choose your choice of fastener: none clip-on

Return to College Communications, D-100. Please allow 2 to 3 weeks for delivery.

Office use only: Date received _____ Date sent to production _____ Date delivered _____