

CED Swag & Print Product Policy

Last updated: 8/4/25

Next review: 8/4/26

College of Education-branded Swag

If a unit is interested in CED-branded swag, Communications has a limited supply of items that can be requested with reimbursement to Communications at the same bulk rate the items were purchased for (see: “Pricing” on the next page). Maximum quantities may not exceed 100 of each item for reimbursement. However, the types of swag Communications are able to keep on hand will be limited.

NOTE: Due to budget reductions, the CED Communications team no longer offers free college-branded swag for events, effective August 4, 2025. These events include but are not limited to conferences, orientations, student events, recruitment, and presentations.

There is a limited selection of free swag for special circumstances, provided at the full discretion of the Communications team. Maximum quantities may not exceed three of each item. These types of circumstances may include VIP guests, guest speakers, door prizes, etc.

Decisions about free VIP swag will be communicated with the requestor within three business days. If the request is denied, units may choose to purchase items from the Communications team at the same bulk rate the items were purchased for.

Units interested in purchasing swag from the Communications Team may reach out to Kayla Thompson (thom2575@msu.edu). For VIP swag, please submit requests [here](#) for consideration. **All requests must be submitted with at least five business days’ notice to be considered.** Email or in-person requests will not be accepted.

College of Education-branded Print Pieces

The Communications team offers college-branded print pieces (ex: *New Educator* magazine, ranking flyers, Meet the Dean piece, etc.) free of charge up to 50 of each item. We also maintain a small supply within general office areas in Erickson Hall and IM Sports Circle at no cost to units.

Please request printed items and restocks for office areas [here](#). **All print piece requests must be submitted with at least five business days’ notice.** Email or in-person requests

will not be accepted.

Unit-branded Swag

The Comms team can support units with ordering unit-branded swag. **Units should expect a minimum of 30 calendar days from the request to receive the custom swag in-hand.** Please plan your requests accordingly. If you would like assistance with ordering custom swag, please reach out to Kayla Thompson (thom2575@msu.edu).

Note: The College of Education will use university-approved wordmarks and for each unit; no exceptions. The Communications team does not keep unit-branded swag in their library.

Rental Equipment

Branded rental equipment (tablecloths and banners) are available for units to rent, free of charge (unless returned damaged).

Review our policies for the Green Carpet Experience and general rental equipment ([found here](#)). Rental agreements must be signed once a semester for general rental equipment and for every rental of the Green Carpet Experience. Rental agreements must be signed and submitted to Kayla Thompson (thom2575@msu.edu) *prior to* collecting rental equipment. Failure to do so may result in a rental equipment request being denied.

Submit a request for rental equipment [here](#). **All rental equipment requests must be submitted with at least five business days' notice.** Email or in-person requests will not be accepted.

Pricing:

*Prices for swag are as follows:

- 3" Stickers - \$0.30 each
- Cell Phone Wallets - \$0.95 each
- Gift Bags - \$0.62 each
- Highlighters - \$0.45 each
- Keychains - \$0.88 each
- Lanyards - \$2.15 each
- Large Capacity Folders (Empty) - \$3.32 each
- Notepads - \$0.38 each
- Pennants - \$1.50 each

- Pens - \$0.42 each
- Standard Capacity Folders (Empty) - \$0.59 each
- Apple Stress Balls - \$1.12 each

**Disclaimer: pricing is subject to change without written notice from the Communications Team.