Student Organization Name:

Marketplace Store Questionnaire

1. Date needed by (allow one to two weeks for processing)

2. FOAP (Fund, Organization, Account and Program) were the monies are going to go in banner. (If you know your club's fund and organization code, if not leave blank. A representative will reach out to you)

3. Information we need to collect for participants (name, address, ID, etc…)

4. Thank you email (Please provide wording)

5. Are refunds allowed?

    a. If yes, refund email (Please provide wording)

    b. Refund policy (Please provide wording)

6. Product name (event name) (Individual club name)

7. Product/event description (Provide a brief description of the event) (Description of the club)

8. Product/event price (T-Shirt, event, etc…)

9. Special authorization required (security question answer needed to purchase) (Not required)

10. Limit order quantity (one per transaction or more)

11. Is there a sitting limit? If yes, what's the quantity? This option has its limitations as it only keep tracks of products individually and not the entire store.

12. Contact information

13. Logos/event images ==(Public Relations can assist with creating images)(Not Required)==

Sample Stores can be found at URL below.

https://secure.touchnet.com/C20193_ustores/web/