



Start



ENGINEERS ON WHEELS REQUESTS

Subject : REQUESTING MATERIALS, ORDERING, AND
OUTREACH EVENTS

Submit by : CENTER FOR DIVERSITY AND
STUDENT SUCCESS



REQUESTING MATERIALS

This includes materials we already have in the office: Tables, Chairs, Table cloths. etc.

PHASE 01

E-mail CD-SSEC@fiu.edu with your inquiry on what you need for your event. If materials need to be purchased, see phase 2. If we have the materials you will receive a confirmation email .

PHASE 02

When sending items to be purchased, please include the link and the amount of each item needed. The more specific, the better.

PHASE 03

Follow up with our center a week before your event with the day and time you would like to pick up materials.



02





REMINDERS

- Please be mindful of the timing when you request materials.
 - Account for things needing to be ordered and shipped.
 - Account for the center preparing your requested materials.
- A good rule of thumb is to request at least 3 weeks before your event
 - If your request is too close to your event date, you may not get exactly what you need to host your event.
- In your e-mails
 - Keep them professional
 - Keep them easy to understand
 - Always include details of what you need. The more details the better!





EXAMPLE E-MAIL

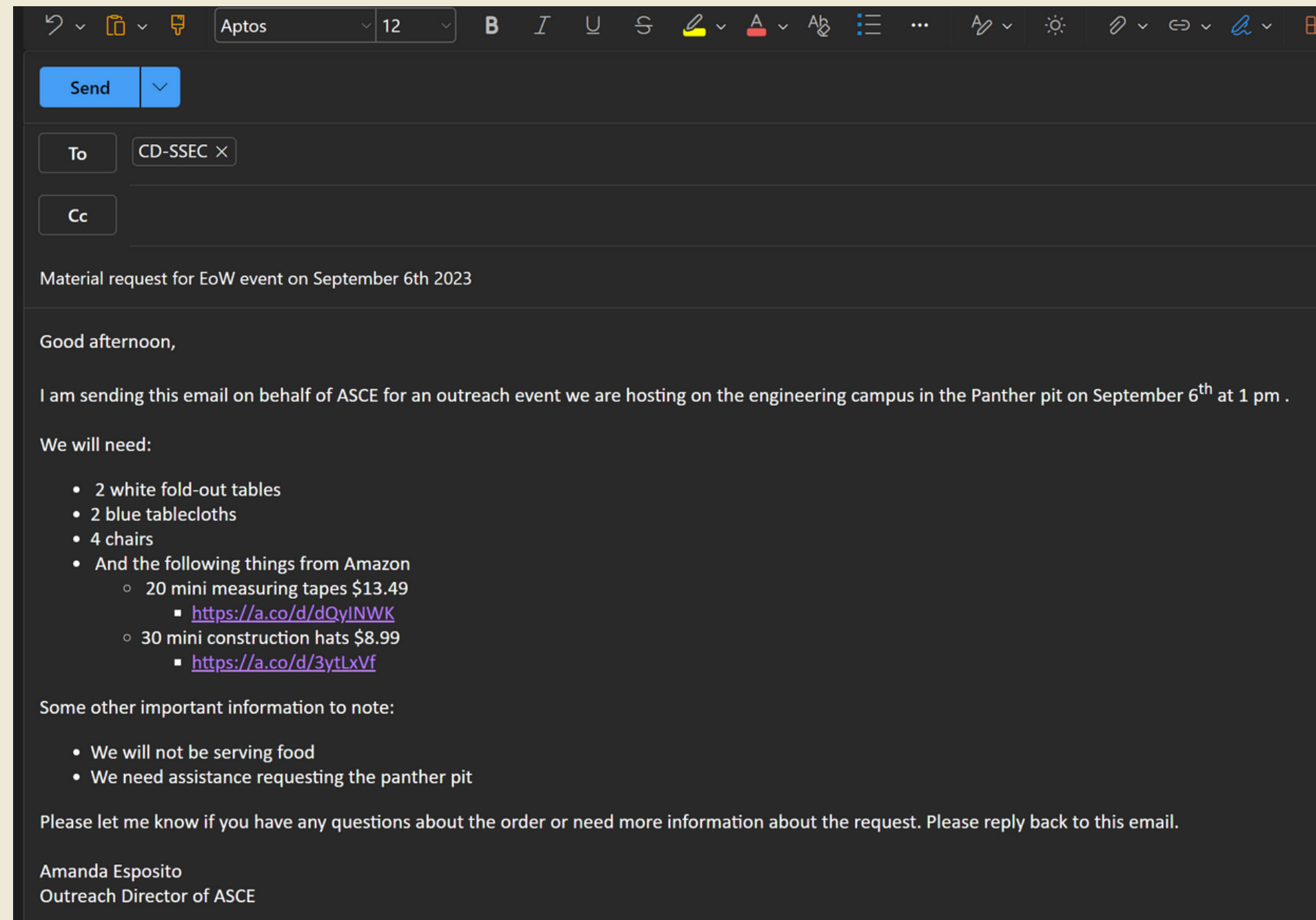


04



Notice

- Specific
 - location
 - time
 - date
 - no food
 - what organization its for
- Means of how to contact the sender
 - stated to reply back to that email
- Professional
 - greetings
 - no slang



- Things that may be in a follow up email
- confirmations on the materials we have
 - confirmation that the items have been purchased and when they will be delivered
 - confirmation on the space requested



Finish

THANK YOU

Remember if you have any questions please don't hesitate to visit us in the Center for Diversity and Student success in the Engineering Center or send us an e-mail!
