



**DARE TO DO MORE**

Community College

**Office of Finance and Business  
Policies and Procedures Compendium**

## **2020 Branded Promotional Product Catalog**

### **Related Department(s):**

Purchasing, Marketing

### **Contact:**

Business Office/ Purchasing Department

718-482-5525

Marketing and Communications

718-482-5988

### **Link(s):**

### **Last Modified:**

09/18/2019



2020  
LaGuardia Community College  
Branded Promotional  
Products Catalog



**DARE TO DO MORE**

A collaboration between  
Marketing and Communications  
and the Purchasing Office.

# For Prices and To Order:

Send an email to [Purchasing@lagcc.cuny.edu](mailto:Purchasing@lagcc.cuny.edu) with:

**1. the LAG # and Product Color**

- if product is customizable, include customization line

**2. the Quantity**

**Note:** the minimum quantity is **100**, excluding apparel and exhibit products, unless otherwise specified.

**3. your Funding Source**

**4. Event/Usage Information:**

- target audience
- in-hands date (please submit email 6-8 weeks in advance)
- event flyer (if applicable)

***Please do not ask Purchasing to substitute products or contact Marketing to alter designs. Also, do not contact vendors directly in an attempt to circumvent the procurement process.***

# List of Products

*Customizable products begin on page 17*

## APPAREL

baseball cap	7
beanie	7
t-shirts, polos and hoodies	22-23

## BAGS

gusseted 4oz. cotton tote	19
drawstring backpack	19
duffle bag	13
mobile office zippered tote	18
red non-woven convention tote	18
soho shopper tote bag	13

## DRINKING VESSELS

20-oz. stainless tumbler	12
coffee mug	21
plastic sports water bottle	21
stainless steel water bottle	12

## EXHIBIT

standard table runner	15
standard table throw	14
customizable table throws	24
customizable table runners	25
customizable tall banners	26
customizable table top banners	27

## MISCELLANEOUS

ID holder wallet	11
hand sanitizer	10
lanyard - standard	7
umbrella	10

## STATIONERY

padfolio - faux leather	6
Bic post-it style notes	20
journal notebook	20
red notebook with cut-out square	6
red standard pocket folders	16

## TECH

bluetooth earpods	11
lanyard - duo-charging	17
metal phone ring	8
Tuscany phone wallet with ring	9
smart phone wallet	8
Stockton powerbank	9

## WRITING

Bic widebody pen	4
duplex ballpoint/highlighter	17
erasable highlighter	5
iTwist pen/stylus	4
mechanical pencil	5

## Bic WideBody Pen

with full color imprint

### # LAG-S002

product clip/grip: red or black

imprint color: full color

imprint area: 1.375" h x 3.125" w

art: LAGCC logo and tagline

minimum quantity: 300



## iTwist Stylus/Pen Combo



### # LAG-S006

product color: red

imprint color: 1 color-silver

imprint area: 1.5" w x 0.75" h

art: LAGCC wordmark and College URL

minimum quantity: 300

## Bingham Erasable Highlighter

### # LAG-S011

product cap color: light blue or orange

product ink color: black or blue

imprint color: 1-LAG red

imprint area: 1.75" w x 0.5" h

art: LAGCC wordmark

minimum order: 300



## Mechanical Pencil with Auto Feed

refillable; includes three .7mm #2 leads.



### # LAG-S012

product color: red

imprint: 1 color-white

imprint area: 1.75" w x 0.375" h

art: LAGCC wordmark

minimum: 300



## Red Notebook with Square Cut-out and Elastic Loop for Pen

### # LAG-S009

product size: 6" w x 7" h

product color: red or black

imprint: full color

imprint area: 3" w x 2.25" h

art: LAGCC logo



## Faux Leather Debossed Padfolio

with writing pad, pockets and pen loop. Snap or zip closure.

Approx. 9" x 12"

### # LAG-S001

product size: 9-10" w x 12-13" h x 0.5" d

product color: black, red, brown or gray

imprint: deboss

art: LAGCC wordmark or LIC<sup>2</sup> wordmark

minimum order: 50





## Cotton Twill Baseball Cap with adjustable back strap

# LAG-A001

embroidery color: 1 color-white

area: approx 3.5" w x 2" h

product color: black, charcoal gray, maroon, red

art: LAGCC wordmark



## Beanie Knit Cap

# LAG-A002

embroidery color: 1 color-white

embroidery area: approx 3.5" w x 2" h

product color: black, charcoal gray

product fabric: acrylic

art: LAGCC wordmark

## Red Lanyard

with breakaway neck clip and wide metal swivel hook

# LAG-M001

product color: red

product size: 20" long, 0.75 - 1" wide

imprint color: 1 color-white

art: LAGCC wordmark repeated





**New 2019  
& requested  
by students**



## Metal Smart Phone Ring

with adhesive

### # LAG-M002

product size: 1.75 x 3.75 x 13/16"

product color: pearl

imprint color: 1- LAG red

imprint area: 2.5" w x 0.625 h

art: LAGCC wordmark

minimum order: 100

## Credit Card Pocket Wallet for Smart Phone

### # LAG-M008

product approx. size: 2.375" w x 3.5" h

product color: black

imprint color: full color or 2 PMS plus white

imprint area: 1.75" w x 1.75" h

art: LaGuardia logo

*must be individually wrapped*



**New 2019  
& requested  
by students**



## Tuscany Card Holder with Metal Ring

*Faux Leather*

### # LAG-M011

product size: 2.4" x 3.62" x 0.125"

product color: LAG red or gray

imprint color: debossed

imprint area: 2" w x 0.5" h

art: LAGCC wordmark

minimum order: 100

## Stockton Power Bank

- 4400mAh lithium ion rechargeable battery (UL listed) and micro USB.
- 5V/2.1 amp output port for tablets and a 1 amp output port for cell phones.

**New 2019  
& requested  
by students**



### # LAG-M003

product size: 1.75 x 3.75 x 13/16"

product color: red

imprint color: silver

imprint area: 2.5" w x 0.625" h

art: LAGCC or LIC<sup>2</sup> wordmark

minimum order: 50



## Red and Black Pinwheel Umbrella

with 46" Arc and Auto Open



### # LAG-M016

product color: red and black

imprint color: 1 color-white

imprint area: 7" w x 4" h

art: LAGCC wordmark

minumum: 25

## Antibacterial Hand Sanitizer Spray

with Red Cap



### # LAG-M012

product size: 5.75" w x 0.675" diameter

product color: white with red top

imprint color: full color

imprint area: 3" w x 0.5" h

art: LAGCC symbol logo with tagline



## ID Holder with Zippered Pocket

# LAG-M015

product approx. size: 4.5" w x 3.25" h

Product color: red and black

imprint color: 1 color-white

imprint area: 1.75" w x 1.75" h

art: LAGCC wordmark

## Bluetooth Ear Buds with Carabiner Case

**New 2019  
& requested  
by students**

*The pieces are all provided inside a plastic case with a silicone cover and a carabiner clip.*

# LAG-M005

product size: 2.75" x 2" x 1.125"

product color: clear with red top

imprint color: red

imprint area: 1" x 1"

art: LAGCC wordmark

minimum quantity: 25



*A USB to micro USB charging cable is provided, along with instructions, to charge the ear buds via a rechargeable lithium battery.*



## 20oz. Travel Tumbler Urban Peak

*with clear plastic lid  
can be used for hot or cold*

### # LAG-M007

product size: 20-oz. tumbler

product color: black, white or titanium gray

imprint color: full color

imprint area: 2" w x 1.5" h

art: LAGCC logo

minimum order: 50



## Stainless Steel 16oz. Water Bottle

### # LAG-M013

product size: 16-oz bottle - 10" tall

product color: red

imprint color: 1 color-white or silver

imprint area: 3" w x 2.5" h

art: LAGCC wordmark

mininum: 50



## Soho Shopper Tote

made from quilted, laminated non-woven material

### # LAG-B001

product size: 13" x 8" x 15"

product color: silver or black

imprint color: 1 color-white

imprint area: 5.5" h x 5.5 w

art: LAGCC wordmark



**New  
2019**

## Duffle-Edenderry 12oz. Cotton

with front slip pocket

**New 2019  
& requested  
by students**

### # LAG-B008

product size: 9" x 19" x 9"

product color: natural

imprint color: 1 - LaGuardia Red

imprint area: 3.5" h x 4.5 w

art: LAGCC wordmark

minimum quantity: 25



## Standard LaGuardia Table Throw for 6-ft. Table

Loose fit

### # LAG-EX001-STRIPES

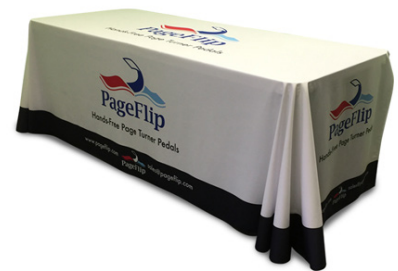
approximate product size: 132" w x 90" h

all over full color imprint

imprint area: 132" w x 90" h

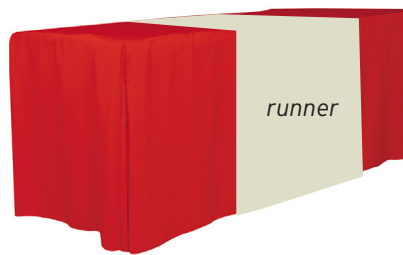
art: full color design with LAGCC logo  
and CUNY logo

*vendor sample photo*



## Standard Table Runner

(Plain red table throw must be ordered separately)



### #LAG-EX002-STRIPES

approximate product size: 30" w x 90" h

all over full color imprint

imprint area: 30" w x 90" h

art: full color design with LAGCC logo





## LaGuardia Standard Red Pocket Folders

### # LAG-S008

product size: 9" w x 12" h

stock: 110-lb. cover, bright white uncoated smooth, or matte coated

pockets: standard 4" with business card slits on left pocket

prints: 2 colors-LAG red PMS 1797 and black/none OR CMYK

mininum order: 300



*Official LaGuardia Pocket Folder--standard design; no customization. Includes boilerplate paragraph about the College on back cover. Left pocket has slits for a business card.*

Products that can be customized with your Program, Department or Event name are featured on pages 17 through 27.



## Duplex Ballpoint Pen and Highlighter Combo

medium ballpoint on one end and light blue highlighter on the other

### # LAG-S003C

product size: 5.84" x .46" x 1.45"

product color: black

ink/highlighter color: black /light blue

imprint color: full color

imprint area: 2.88"w x 1.497" h

art: LAGCC logo and custom text

minimum: 300

**New  
2019**

## Lanyard - Duo Charging

### # LAG-M004C

product size: 35" x .5"

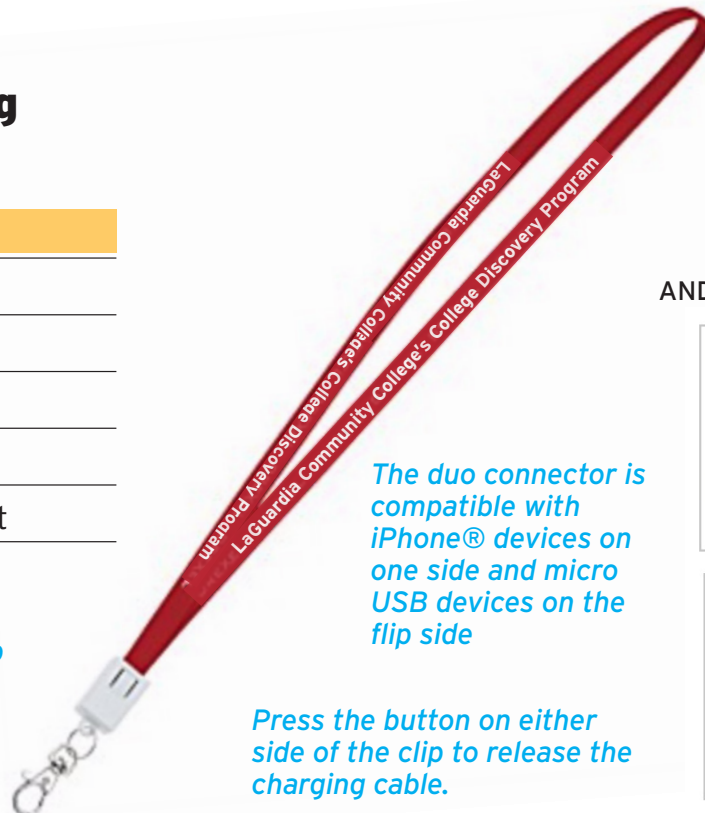
product color: red

imprint color: white

imprint area: .1875" h x 8" w

art: LAGCC name and custom text

*Lanyard features a swivel lobster clip so you can easily add keys or your badge.*



*The duo connector is compatible with iPhone® devices on one side and micro USB devices on the flip side*

*Press the button on either side of the clip to release the charging cable.*

ANDROID

IPHONE





## Red Non-Woven Convention Tote with 5-in. Gusset

### # LAG-B002C

product size: 11.75" w x 14.75" h

product color: red

imprint: 1 color-white

imprint area: 9" h x 7.5" w

art: LAGCC wordmark and custom text



## Mobile Office Tote with Zippered top by Gemline

### # LAG-B003C

product size: 18" w x 13" h x 6" gusset

product color: black

imprint: full color

imprint area: 4.5" h x 7.5" w

art: LAGCC logo and custom text

New  
2019  
thicker  
fabric



## Gusseted 4 oz. Cotton Sheeting Tote

### # LAG-B007C

product size: 15" w x 16" h x 3"d

product color: natural

imprint: full color

imprint area: 9.5" w x 9" h

art: LAGCC logo and custom text

minimum order: 100

## Drawstring Non-Woven Backpack

### # LAG-B004C

product size: 14.5" w x 17.5" h

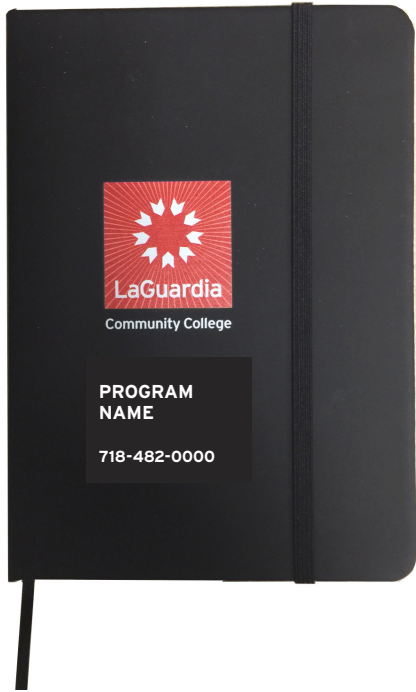
product color: black

imprint: full color

imprint area: 9" w x 10" h

art: LAGCC logo and custom text





## Journal Notebook

with smooth black cover and elastic band

### # LAG-S004C

product size: 5" w x 7" h

product color: black cover

imprint: full color or 2 PMS colors and white

imprint area: 1.75" w x 3" h

art: LAGCC logo and 3 custom lines

- can include custom text-up to 3 lines, less than 15 characters each
- inside pages with ruled lines



## Bic Sticky (Post-it Style) Notes

### # LAG-S010C

product size: 4" w x 3.5" h, 25 sheets/pad

product color: white

imprint: full color

imprint area: 3.5" w x 3" h

art: LAGCC logo and custom text or LAGCC logo with tagline

## 14oz. Value White Ceramic Coffee Mug



### # LAG-M010C

product size: 14 oz.

product color: white

imprint color: full color

imprint area: 3.75" h x 3.5" w on both sides

art: LAGCC logo and custom text

minimum order: 75



## 20oz. Plastic Sports Water Bottle

with screw-on lid and push-pull spout

### # LAG-M014C

product size: 20-oz. bottle

product color: white with red lid

imprint color: full color

imprint area: 2.75" h x 3.5" w, both sides

art: LAGCC logo and custom text

*BPA free*

## Short Sleeve T-shirts

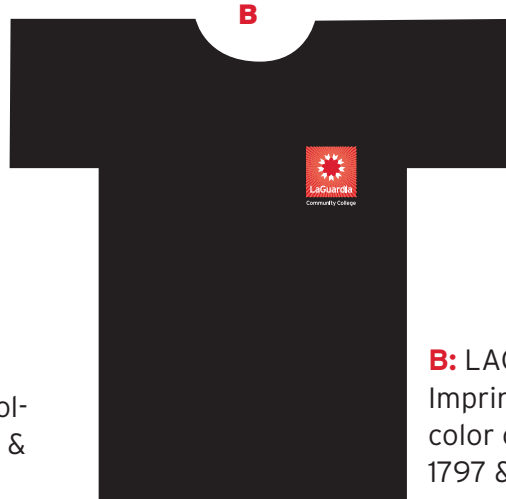
# LAG-A003C -COLOR -A or B, and C or D

product fabric: Gildan 50/50 dry blend

### FRONT- CHOOSE A OR B

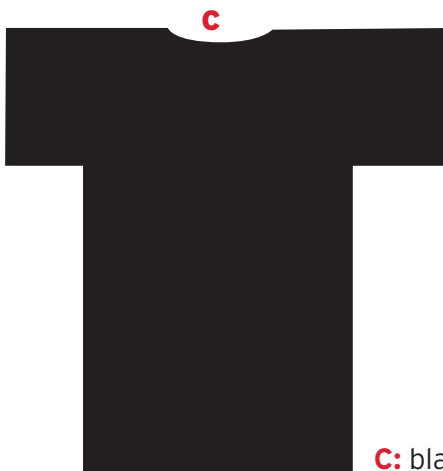


**A:** LAGCC logo and white custom text in small Interstate Bold. Imprint colors: full color or 2PMS (red 1797 & 1787) & white



**B:** LAGCC logo only Imprint colors: full color or 2PMS (red 1797 & 1787) & white

### BACK- CHOOSE C OR D



**C:** blank



**D:** large custom text in white Interstate bold centered on upper back.

### COLOR- CHOOSE ONE:



FRONT AND BACK ART OPTIONS FOR ALL TOPS ARE THE SAME. CHOOSE ONE LETTER FOR THE FRONT AND ONE FOR THE BACK. LONG SLEEVED ITEMS CAN ALSO HAVE "DARE TO DO MORE" TAGLINE ON SLEEVE.

## Short Sleeve Polo shirts

# LAG-A004C -COLOR-A or B & C or D

product fabric: Gildan Ultra cotton pique

product color: see page 22



## Long Sleeve T-shirts

# LAG-A007C -COLOR A or B & C or D

product fabric: Gildan 50/50 dry blend

product color: see page 22

optional sleeve imprint: 1 color-LAG red



## Hooded Sweatshirt

# LAG-A006C -COLOR A or B & C or D

product fabric: Gildan Dry blend

product color: see page 22 (no sand)

optional sleeve imprint: 1 color-LAG red





# Full Table Throw for 6ft. table

Loose fit

## # LAG-EX001C-(COLOR)

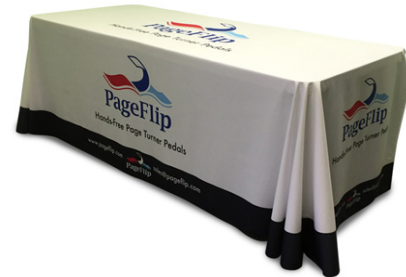
approximate product size: 132" w x 90" h

all over-full color imprint

imprint area: 132" w x 90" h

art: full color design with LAGCC logo and custom text

vendor sample photo

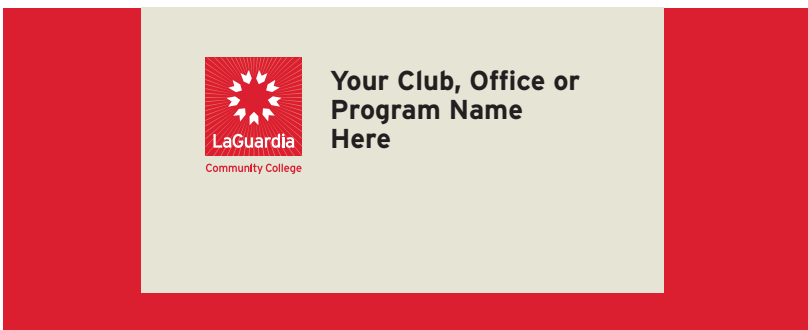


Choose from designs below:



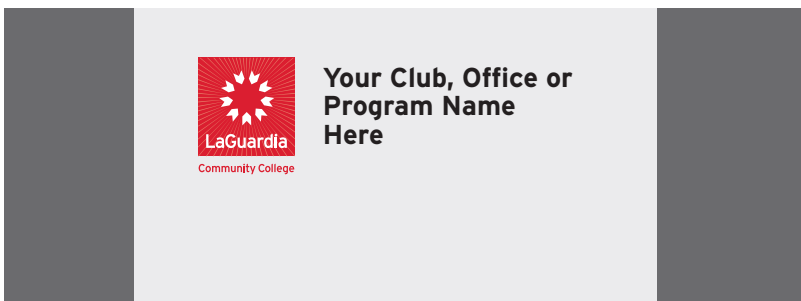
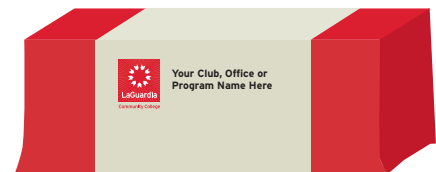
color: stripes

## # LAG-EX001C-STRIPES



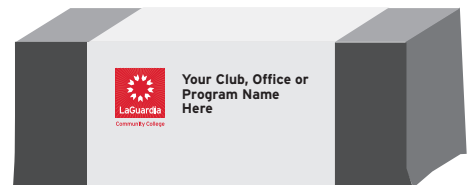
color: beige

## # LAG-EX001C-BEIGE



color: gray

## # LAG-EX001C-GRAY



## Table Runner

(Plain red tablecloth must be ordered separately)

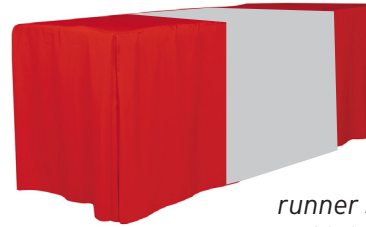
### #LAG-EX002C-(COLOR)

approximate product size: 30" w x 90" h

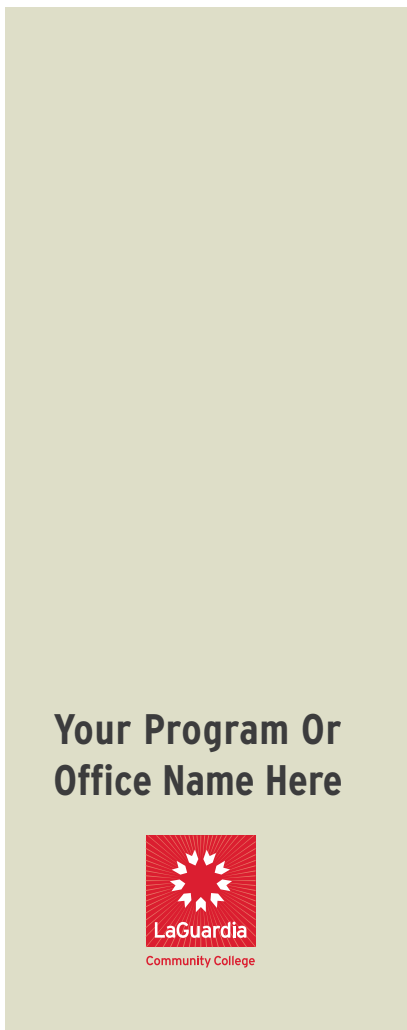
all over-full color imprint

imprint area: 30" w x 90" h

art: full color design with LAGCC logo with custom text



*runner shown with a plain red table cloth underneath*



color: beige

# LAG-EX002C-BEIGE



color: gray

# LAG-EX002C-GRAY

## Retractable Portable Tall Banner with carrying case

### # LAG-EX003C-(COLOR)

product size: 33" w x 84" h

all over-full color imprint

imprint area: 33" w x 78" h

art: full color design with LAGCC logo and custom text



photo shows retractable poster but not design

color: beige

### # LAG-EX003C-BEIGE



LAGUARDIA COMMUNITY COLLEGE

Room C-249  
718-482-5471  
email@lagcc.cuny.edu

## Your Program Name

- More information about your program
- More information about
- More information about your program goes here
- More information about your program

Or a short paragraph could be here about the benefits you provide students

*Note: This beige color banner can include several lines of information about your program.*

color: stripes

### # LAG-EX003C-STRIPES

LAGUARDIA COMMUNITY COLLEGE

Room C-249  
718-482-5471  
email@lagcc.cuny.edu

## Your Program Name






## Retractable Small Table-Top Banner

### # LAG-EX004C-BEIGE

product size: 11.75" w x 16.5" tall.

imprint color: full color

imprint area: 1.75" w x 16.5" tall.

art: full color design with LAGCC logo and custom text



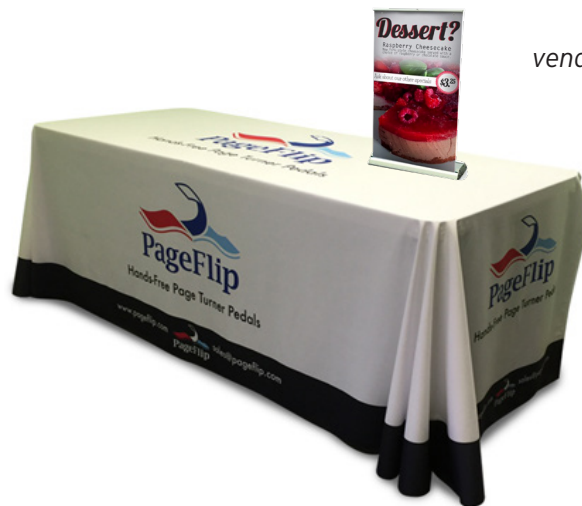
**LAGUARDIA COMMUNITY COLLEGE**

Room MB-57  
eportfolio@lagcc.cuny.edu  
718-482-5407

### Your Program Name

- A bulleted point about your program
- Some information about why a student would be interested in your program
- Discover and showcase your features
- Showcase and discover your features



vendor sample