

MSOP GUIDE

REQUESTING AMA SWAG FOR AN EVENT

The following checklist covers key details and considerations to think through when requesting AMA swag.

START PLANNING

- 1 **Confirm the date of your event**
- 2 **Determine how many swag items you need**
Will all attendees receive an item?
Will only certain attendees receive an item (e.g., raffle winners)?
- 3 **Consider which item(s) you would like to request**
Substitutions may be made at the discretion of the American Medical Association based on availability, but options typically include AMA branded lapel pins, pens, fabric masks, t-shirts, and socks.
- 4 **Determine when you need to receive the items**

WHAT HAPPENS NEXT

- You will **receive** automated email **confirming** that your request has been received
- Within 1–2 business days, the **MSOP Team** will contact you to confirm your request, order details and shipping address
- Once your order has been processed, you will receive an automated email from the AMA's fulfillment partner with your UPS tracking information from orders@ama-assn.org



MAKE THE REQUEST

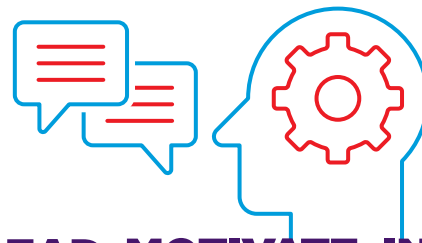
- 5 Visit the [AMA swag request form](#)
- 6 Complete the required fields and submit your request



To allow for processing and shipping, requests must be submitted **AT LEAST 21 BUSINESS DAYS** prior to your event. Shorter lead-time requests will be considered, but items and delivery by your event date cannot be guaranteed.

QUESTIONS?

Have questions about your request? Need something special? Contact the **MSOP Team** at studentops@ama-assn.org and we will get back to you quickly.



LEAD. MOTIVATE. INFLUENCE.