

WIU BOOKSTORE  
1 UNIVERSITY CIRCLE  
MACOMB, IL 61455  
PHONE: 309-298-1931

MEMO TO: Faculty and Staff marching in the December 16, 2023 Commencement

FROM: WIU Bookstore

The Bookstore will offer commencement apparel rental service from Oak Hall/C.E. Ward, Inc. Because the company needs adequate time to guarantee delivery, we are setting the following deadline for orders to be at the bookstore:

**Friday, October 27th**

Please fill out the order form below and return it to:

**WIU BOOKSTORE**  
**ATTN: Mitch Kessler**  
**md-kessler@wiu.edu**

**\*\* No orders will be accepted after October 27, 2023. Our vendor, Oak Hall, will not accept late orders.**

When your order arrives I will notify you at the phone number or email you provide. If you have any questions about rentals please contact me at 298-1931, ext 226. Oak Hall also provides attire for purchase. To inquire about purchasing commencement apparel, contact Mitch Kessler at 298-1931, ext 234. Thank you.

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Name \_\_\_\_\_ Campus (Macomb or Quad Cities) \_\_\_\_\_

Department \_\_\_\_\_ Phone / Email \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Cap is one-size-fits-all

Highest degree attained/**Major** \_\_\_\_\_ from \_\_\_\_\_  
(School name and location)

**Rental Combinations Available**

Doctoral Gown Only	25.00	_____
Doctor Hood Only	32.00	_____
Doctor Cap/Gown/Tassel	32.00	_____
Complete Doctoral Unit (Cap/Gown/Tassel Hood)	64.00	_____
Master's Gown Only	25.00	_____
Master's Hood Only	29.00	_____
Master's Cap/Gown/Tassel	29.00	_____
Complete Master's Unit (Cap/Gown/Tassel/Hood)	58.00	_____
Bachelor Gown Only	25.00	_____
Complete Bachelor Unit (Cap/Gown/Tassel/Hood)	53.00	_____
Cap and Tassel Only	10.00	_____

**Total** \$ \_\_\_\_\_

Payment can be made in advance or at pick up. Cash, Check, Charge or Department Charge.

Department name: \_\_\_\_\_ Account # \_\_\_\_\_