

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

MEMO TO: Faculty and Staff marching in the May 13, 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:

**Wednesday, March 22nd**

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

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

NOTE: **No shipping will be charged to rental orders received prior to the deadline.**

**\*\* No orders will be accepted after March 22,2023. 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.

-----  
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                                 | 26.00 | _____ |
| Doctor Cap/Gown/Tassel                           | 26.00 | _____ |
| Complete Doctoral Unit<br>(Cap/Gown/Tassel Hood) | 52.00 | _____ |
| Master's Gown Only                               | 22.00 | _____ |
| Master's Hood Only                               | 24.00 | _____ |
| Master's Cap/Gown/Tassel                         | 24.00 | _____ |
| Complete Master's Unit<br>(Cap/Gown/Tassel/Hood) | 50.00 | _____ |
| Bachelor Gown Only                               | 23.00 | _____ |
| Complete Bachelor Unit<br>(Cap/Gown/Tassel/Hood) | 48.00 | _____ |
| 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 # \_\_\_\_\_