

MARKETING REQUEST



For effective planning, all marketing requests must be submitted 90 to 120 days in advance.

REQUESTER DETAILS

REQUESTER'S NAME		PHONE	
EMAIL		DEPARTMENT	

EVENT DETAILS Carefully review all details within this request and ensure all bracketed information is completed accurately before submitting.

EVENT NAME		DATE & TIME	
LOCATION		REGISTRATION DEADLINE	
COST		COMMERCIAL SPONSORSHIP	<input type="checkbox"/> YES <input type="checkbox"/> NO SPONSORS: _____
TARGET AUDIENCE	<input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> AGE 18+ <input type="checkbox"/> CHILDREN <input type="checkbox"/> DOD ID CARDHOLDERS <input type="checkbox"/> PUBLIC <input type="checkbox"/> OTHER _____	FMI PHONE # OR EMAIL	
EVENT DESCRIPTION			

MARKETING DETAILS

DEADLINE FOR CLIENT PROOF		
DEADLINE FOR MATERIALS		
REQUESTED MATERIALS		
<input type="checkbox"/>	FLIERS 8.5" X 11"	QTY: _____ LAMINATED: <input type="checkbox"/>
<input type="checkbox"/>	TABLOID 11" X 17"	QTY: _____ LAMINATED: <input type="checkbox"/>
<input type="checkbox"/>	HALF SHEETS 5.5" X 8.5"	QTY: _____
<input type="checkbox"/>	SHORT POSTER 22" X 28"	QTY: _____ LAMINATED: <input type="checkbox"/>
<input type="checkbox"/>	AFRAME POSTER 24" X 36"	QTY: _____ LAMINATED: <input type="checkbox"/>
<input type="checkbox"/>	SPECIAL REQUEST	

FOR MARKETING DEPARTMENT ONLY

DATE RECEIVED	
DATE PROJECT COMPLETED	
MARKETING REQUEST #	
SPECIAL NOTES	