

# MARKETING REQUEST FORM

Submit requests no less than 90 days prior to the date of event, program or service. Allow 10 business days for small production work. Larger projects will exceed 10 business days. All information must be legible.

**ALL REQUESTS REQUIRE FLIGHT CHIEF APPROVAL (SIGNATURE) BEFORE SENDING TO MARKETING**

**Requesting Activity:**

**Date of Request:**

**POC Name:**

**POC Phone:**

**Flight Chief approval:**

**Date approved:**

Include any and all details pertinent to the request. Name of event/program, dates, times, menus, RSVPs, participation requirements ... everything you NEED your customer to know. A Plan of Action (POA) with this information can be attached in lieu of writing below.

DATE OF PROGRAM/EVENT:

TITLE OF PROGRAM:

PRESENTER/HOST:

WHERE/LOCATION:

TIME:

DESCRIPTION:

PHONE NUMBER:

## FOR MARKETING USE ONLY

Received by / Date

Work Performed