

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 20 business days.

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

Requesting Activity/Name:

Date of Request:

EVENT POC Name:

EVENT POC Phone #:

Flight Chief (FC) Approval:

Date FC Approved:

Include any and all details pertinent to the request. Name of events/programs, dates, times, locations, registration dates, menus, RSVPs, eligibilities, Price/Cost, phone numbers, registration links, 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.

FOR MARKETING USE ONLY

Received by / Date

Work Performed by FSK: