

KEEP CALM, AND DON'T FORGET TO SUBMIT YOUR

# MARKETING *Request*

*Please Note:*

- Marketing requests should be submitted at least 6 weeks prior to the **date you want the event to start being advertised** (not the date of the actual event).
- Please make sure that **all event details have been approved by the Flight Chief** prior to submitting your marketing request.
- Unless otherwise specified, the distribution timeline and location of event marketing materials is at the sole discretion of the Marketing staff and squadron leadership.

Event/Activity Title: \_\_\_\_\_ Facility: \_\_\_\_\_

POC & DSN: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Sign up deadline (if applicable): \_\_\_\_\_ Cost: \_\_\_\_\_

Location: \_\_\_\_\_

Target Audience:  Adults Only  Teens  Families  Single Airmen  
 Other: \_\_\_\_\_

Description of event (why should people attend?)

Type of Marketing Requested?

Poster Distribution  Social Media  Community Slides/Basewide Email  
 Brochures/Flyers for your Facility  Other: \_\_\_\_\_

Notes/Special Design Requests (optional):