

Completed form MUST be e-mailed to 56fss.fsk@luke.af.mil

Marketing Request Form

Date Submitted

Requesting Activity

Activity POC & Phone Number

Support Requested- Place an "X" in box. (Marketing office will determine quantities)

<input type="checkbox"/> Indoor Banner 3'x6' <input type="checkbox"/> Outdoor Banner 3'x6' <input type="checkbox"/> Brochure <input type="checkbox"/> Menu	<input type="checkbox"/> Flyer (300 Max) <input type="checkbox"/> Poster 22"x28" (6 Max) <input type="checkbox"/> Reprints: Please specify <input type="checkbox"/> Other: Please specify
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Date Materials Needed

If Request Involves an Event, Include Complete and Accurate Details Below

Name of Event

Event POC & Phone Number

Location of Event

Cost to Participate

Time of Event

Who is Eligible for this Event

Will You Have Door Prizes or a Drawing?

Details:

If you require sponsorship support, please contact the marketing office 8 weeks prior to the event. This does not guarantee sponsorship will be available for your event.

Work orders submitted with less than 5 days notice **REQUIRES** Deputy Director approval.

Marketing Use ONLY Date Received: _____ Assigned To: _____
