

355th Force Support Squadron Marketing
REQUEST FOR MARKETING SUPPORT

Note: One form must accompany EACH project/event for which Marketing, Publicity, Sponsorship, and Graphics Support is being requested.

Reprints, additional copies of existing work, calendars, etc. do not require a request form. Please call the Marketing Dept at 228-5950 if needing assistance in completing this form.

This box must be completed BEFORE sending to Marketing

Today's Date:

Requested 1st Proof date:

Facility/Activity:

P.O.C. and Phone numbers:

P.O.C. Alternate and Phone numbers:

Is this an AF or ACC event?

Is there AF or ACC material available?

Flight Chief approved:

Date approved:

Event Information

(Please fill in completely and be as specific as possible.)

Project/Event Name:

Date of Event: Day of week Date Month Year

Location of Event:

Start Time:

Stop Time:

Prices/Fees:

Registration deadline:

Where to register:

Commercial Sponsorship *(Types of support needed - 4 months PRIOR to events):*

Suggested Sponsors *(include those involved in the past, etc.):*

Target Audience: *When choosing your target audience, please choose the most important audience for us to reach.*

Expected Attendance:

Describe the event: *What can the customer expect for their money, if beverages are included, etc, what is included with the fees.*

Suggested Logo/Theme (include those involved in the past, etc.):

Event Graphics *(For your facility, Marketing will provide base distribution)*

Flyers	Posters		
Half Page	11"X17"	Other	Photos
Qty:	Qty:	Size:	Email
Full Page	22"X28"	Qty:	Website
Qty:	Qty		Facebook
			MyAirForceLife
Coupons	Cards	Tickets	FSS MC
Qty:	Qty:	Qty:	

Other (specify):