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| Requests are due to Marketing NO LATER than **60** **days** prior to the MWR MARKETING REQUEST Bldg. 470, Rm 1109 Fort Leonard Wood, MO 65473 (573) 596-0117 / 0145event/registration deadline/sale date.EXCEPTIONS MUST BE PRE-APPROVED by your Division Chief, anything under 45 days will only receive limited marketing. |
| **TO SUBMIT- SEND TO BOTH CAITLYN MARLER & MICA HENDRICKS USING THE MARKETING EMAIL:**usarmy.leonardwood.id-training.list.usag-flw-dfmwr-marketing@army.mil | Date Submitted      |
| Name of Event      | Facility      |
| Event POC      Phone Number      Approval should be sent to:Name      Phone       | Normal events will get 5x7 flyers (List the amount you need), 22x28 posters and online support.If other print size is needed, please list) 5x7 Flyers (Qty:      ) 14x22 Flyers (Qty:      ) 8x10 Flyers (Qty:      ) 22x28 Flyers (Qty:      )11x17 Flyers (Qty:      ) Custom Size (     ) |
| EVENT INFORMATION:Date of Event:      Time of Event:      Location:      Age Group:      Cost:      Registration Deadline:      Public Contact phone number      (if one is not provided, the facility phone number will be used) | EVENT DESCRIPTION: The 5w’s (Details!!)  |
| GRAPHIC DESIGN Do you have a theme? YES [ ]  NO [ ]  [ ]  Poster [ ] Laminated [ ]  Mounted[ ]  Flyer[ ]  Booklet[ ]  Table Tent[ ]  T-Shirt Design[ ]  Coupons[ ]  Brochure[ ]  Tickets [ ]  1 part [ ]  2 part | BUSINESS NEEDS[ ]  Business Cards[ ]  Smart Books[ ]  Facility Hours Signage[ ]  Gift Certificates[ ]  Coupons[ ]  Facility Signage[ ]  Employee Handbooks[ ]  Other | WEB /SOCIAL MEDIA[ ]  Web Design /Update[ ]  Create New Page (within the site)[ ]  Upload Photos[ ]  Social Media Post |
| PHOTOS/CAMERA [ ]  Check out Camera(only Marketing can download photos from the camera)[ ]  Photographer needed at event | MARKETING RESEARCH & ANALYSIS [ ]  Mystery Shopper[ ]  ICE Data[ ]  Survey [ ]  Pre [ ]  Post[ ]  Demographics[ ]  Focus Group[ ]  Customer Interviews[ ]  Needs Assessment |
| MARKETING OFFICE USE ONLY |
| Design: Date Received:      Sent for Proofing:      Back from Proofing:        | Proofing:Changes/Addition 1      Changes/Additions 2      Changes/Additions 3       | Approval:Date of Final Approval: Approved by:      Date Printed:       |