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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 / 0145  event/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](mailto:usarmy.leonardwood.id-training.list.usag-flw-dfmwr-marketing@army.mil?subject=Marketing%20Request%20Submission) | | | 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: | |