



# FAMILY AND MORALE, WELFARE AND RECREATION PROGRAMS MARKETING REQUEST

PROGRAM \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
 MANAGER/POC \_\_\_\_\_ PHONE # \_\_\_\_\_ FINAL PRODUCT DATE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_  
 EVENT DATE(S) \_\_\_\_\_  
 RAIN DATE(S) \_\_\_\_\_  
 TIME \_\_\_\_\_  
 COST(S)/PRICE(S) \_\_\_\_\_  
 LOCATION \_\_\_\_\_

**EVENT DESCRIPTION/OVERVIEW**  
 (PROVIDE A BRIEF DESCRIPTION OF THE EVENT/PROGRAM. INCLUDE ADDITIONAL TEXT AS IT SHOULD  
 APPEAR ON THE FINAL PRODUCT. ATTACH ADDITIONAL PAGES IF NEEDED.)

**SPONSORSHIP REQUESTED?**  
 YES  NO

WHERE TO REGISTER \_\_\_\_\_  
 REGISTRATION DEADLINE \_\_\_\_\_  
 EVENT CONTACT NAME \_\_\_\_\_  
 EVENT CONTACT PHONE/EMAIL \_\_\_\_\_

**WHO IS THE EVENT OPEN TO?**

- ACTIVE DUTY
- AGE 18+
- CHILDREN
- DOD ID CARDHOLDERS
- PUBLIC
- OTHER \_\_\_\_\_

## INFORMATION FOR GRAPHICS

(USE THE AREAS BELOW TO INDICATE PRINTED MATERIALS BEING REQUESTED.)

### PRINTED MATERIAL

(ENTER QUANTITY, THEN SELECT PAPER SIZE AND FINISH FOR EACH ITEM NEEDED.)

QUANTITY	PRODUCT	FINISH

### SPECIALTY ITEMS

(SOME OF THESE ITEMS MUST BE SENT TO AN OUTSIDE PRINTER, AND WILL REQUIRE MORE PRODUCTION TIME.)

- BOOKLET\* QUANTITY \_\_\_\_\_
- BROCHURE\* QUANTITY \_\_\_\_\_
- CERTIFICATES QUANTITY \_\_\_\_\_
- DOOR HANGERS QUANTITY \_\_\_\_\_
- PASSES QUANTITY \_\_\_\_\_
- TABLE TENTS QUANTITY \_\_\_\_\_
- TICKETS QUANTITY \_\_\_\_\_

### ADDITIONAL PRINT/SHIPPING INSTRUCTIONS\*

(PLEASE INDICATE SIZE, BI-FOLD OR TRI-FOLD, AND/OR NUMBER OF PAGES HERE.)

MARKETING REQUEST #