

Marketing Request Form



Project Title _____ **Date Needed** _____

Contact Name* _____ **Committee** _____

*This person will be notified to approve drafts.

Email _____ **Phone** _____

Intended Audience:

- Membership Club Leadership General Public Corporate/Sponsors

Project Type:

- New Update/Design Revisions to Existing Piece

Items Requested:

If multiple pieces needed choose all that apply.

- Brochure Social Media Program Direct Mail Flyer Print Ads Poster Fact Sheet
- Website Update Webpage/Donation Page/Landing Page PowerPoint Promotional Items/Giveaways
- Other

Purpose:

Type of event or promotion, including any relevant background information.

Message:

Focus of piece, include project name.

Supporting Information: Submit with this form any relevant files (i.e., program logos, website links, contact information, etc.) via email (Pamela Barckholtz <optimistpam@gmail.com>). If you are supplying any proposed/draft verbiage for the requested item, please provide it as a text file in a Word document only.