Marketing Request Form

A Marketing Request Form must be completed for every event or activity.

E-mail marketing requests to [27SOFSS.FSK.MarketingTeam@us.af.mil](mailto:27SOFSS.FSK.MarketingTeam@us.af.mil). **Do not use/CC marketing staff us.af.mil e-mail addresses.** Requests will be received in the Marketing ORG Box and routed to the appropriate staff member to work with you and complete your request. Marketing requests are due 60 days prior to event.

**ALL MARKETING REQUESTS MUST BE APPROVED BY FLIGHT CHIEF**

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| Submission Date: |  |
| Facility: |  |
| POC Name: |  |
| POC Phone: |  |
| Activity/ Event Title: |  |
| Activity/ Event Date: |  |
| Start Time/ End Time: |  |
| Location: |  |
| Expected Attendance:  *(example: 50-100)* |  |
| Description of Event: *Please include as much information as possible.* |  |
| Is There an Admission Cost? | No  Yes, cost of admission: |
| Are there any restrictions?  *(i.e. age, registered members only, etc.*) | No  Yes, restrictions: |
| Will there be prizes awarded? | No  Yes, prizes: |
| Is there a registRation deadline? | No  Yes, registration deadline: |
| Will this event need sponsorship? | No  Yes, Sponsorship amount requested:  *Please submit a Sponsorship Request Form* |
| WIll you need any extra marketing materials made? (*Please Note: Events are posted to social media by default.)* | No  Yes  Banner  Standing Banner  ¼ page flyers  Other: |

PROMOTIONAL PLAN: Marketing will prepare a promotional plan for your event. Please provide information if you would like something outside of the standard marketing materials (i.e.; social media contests or cross marketing with another activity).