

# 39th Force Support Squadron Marketing Request Form

1. Request Submitted by:

2. Requesting Facility:

3. Event Name:

4. Event Date:

5. Event Time:

6. Event Location:

7. Event POC:

8. Request Details:

9. Requested Materials:

Web Site

Facebook Post

Base Wide E-Mail

MWR Channel Slide

Happenings

Posters

Flyers

Table Mats

Lamination

Foam Core Mounting

Other

10. Order Due Date:

## IMPORTANT NOTE

- ALL FSS requests must be submitted by one of the two POCs of your activity. Call Marketing to assign/change your POCs.
- Requests that we receive less than TWO WEEKS before the Order Due Date will ONLY get online advertising (no posters or flyers)
  - Sponsorship requests must be submitted at least 2 months prior the event.