



## MARKETING REQUEST FORM

**Note**

1. Please submit this form to Doug Gonder, Chair of the Communications & Marketing Committee.
2. All requests for marketing assistance from the Communications & Marketing Committee should be submitted at least **THREE** months in advance of the scheduled event. Events submitted after that deadline may not be considered.
3. C & M will review all requests at its next scheduled meeting and respond to the identified contact person.
4. Assistance will take the form of direction re appropriate next steps and contacts that the submitting group may take on its own and, in judged appropriate cases, direct assistance in the process of poster creation, flyer production, event calendar creation, use of social media and web advertising and press releases, etc.

<b>Responsible Group/Committee</b>		
<b>Contact Person</b>	<b>Name</b>	
	<b>Phone number</b>	
	<b>E-mail</b>	
<b>Date and Time of Event</b>		
<b>Name of Event</b>		
<b>Target Audience</b>		
<b>Do you want this event to be marketed outside of FSA?</b>		
<b>Advertising Budget (if any)</b>		
<b>Brief Description of Event</b>		
<b>Admission to Be Charged (if any)</b>		
<b>Today's Date</b>		