

Publicity Request Form

MWR Marketing
Bldg. 681, Rm. 202
West Point, NY
10996



Phone: 938-8186/5255/8185
Fax: 446-5503
westpointmwr.com

Requesting Date:

Due Date:

No PR Forms without a due date will be accepted

Please note turn around times below.

POC:

Requesting Activity:

Manager's Name:

Phone:

Title of Publicity:

Description of Publicity:

FLYERS (Allow 2 weeks prior to distribution)
 Distributed post wide through Marketing and displayed at all FMWR flyer racks **Quantity**

SANDWICH BOARD POSTERS 24 x 36 standard (Allow 1 week prior to distribution)
Max 4 posters per activity **Quantity**

POSTERS 11 x 17 (Allow 1 week prior to distribution) **Quantity**

TRIFOLD (Allow 30 days and two weeks at print shop prior to distribution) **Quantity**

INVITATIONS (Allow 2 weeks prior to distribution) **Quantity**

TICKETS/COUPONS (Allow 3 weeks + 1 week printing at print shop and 1 week for number log) **Quantity**

MAPS 8.5 x 11 (Allow 2 weeks turnaround) **Quantity**

BUSINESS CARDS (Allow 3 weeks turn around time) **Quantity**

WEB PAGE UPDATE (New page allow 3 weeks. Update allow 5 days)

FACEBOOK POST

POINTER VIEW BLURBS By COB Friday
 GATE SIGN WKDT CHANNEL 23

Has commercial sponsorship been requested for this event?

We have photos of last years event we would like to use for the this publicity request.