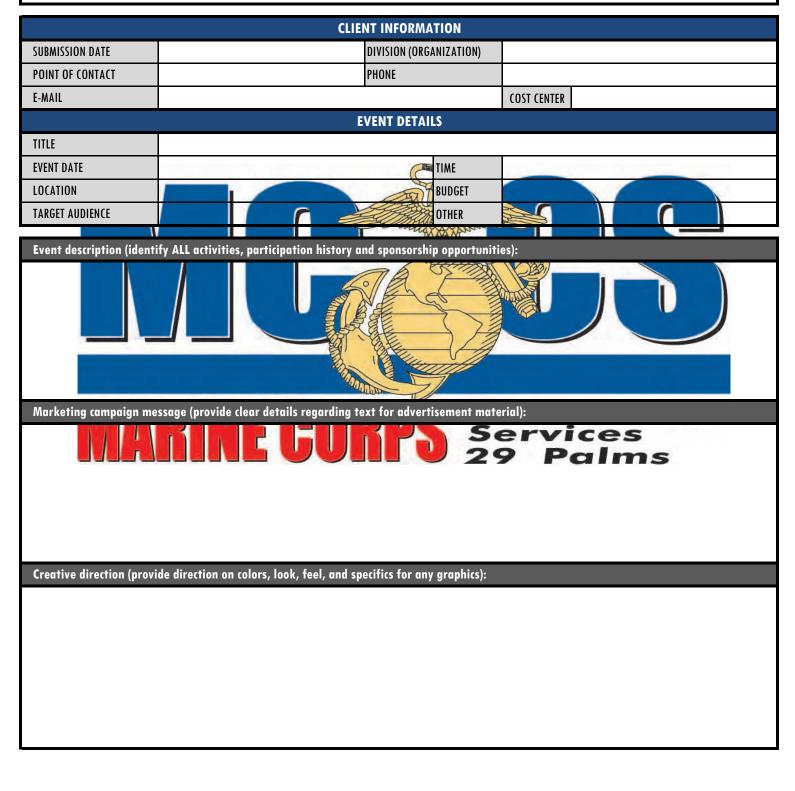
MCCS TWENTYNINE PALMS - MARKETING REQUEST FORM

GUIDELINES

Hease plan to submit your request for marketing support at least 30 working days prior to the start of your planned campaign promotion date.

Hease submit all approved text for ALL materials (brochures, signage, etc.) electronically in Word (.doc) format.

Here a sponsorship activity, please complete a sponsorship request form.



ADDITIONAL MEDIA								
IN-HOUSE MEDIA								
	Electronic Marquee - Message Text (<i>Maximum or 140 characters</i>):							
	Photography and/or Video - <i>Please complete the Photography and Video Request Form</i>							
OUTSOURCED MEDIA								
Postcard		QTY	Tri-fold Brochure	QTY				
Direct Mailing (Bulk mailing rates will apply)		QTY	Rack Cards	QTY				
B usine	ss cards	QTY	D Other:	QTY				

PRODUCTION TIMELINE							
DURATION	INITIATION DAY	PRODUCTION STAGE					
15 Business days	30 Business days prior to promotion	1st Proof					
3 Business days	15 Business days prior to promotion	Client corrections					
4 Business days	12 Business days prior to promotion	Marketing implements client corrections					
8 Business days	8 Business days prior to promotion	Production and delievery					

MARKETING POLICY

Although we will make every effort to fulfill your request, the final decision regarding magnitude of campaign, media utilization, and design will be at our discretion. We appreciate your understanding and promise you that our decisions will constitute what we believe is of the greatest benefit to your campaign while also taking into account the target audience, event size, and production costs. If you have any concerns regarding your campaign execution, please do not hesitate to contact your assigned Marketing Coordinator. Thank you.

NOTES:

Please return this form to your assigned Marketing Coordinator						
Mark	eting Coordinator	Phone Number	E-Mail			
	rie Harbough	(760) 830-5057	harboughl@usmc-mccs.org			
	Judy Moore	(760) 830-5054	mooremjudy@usmc-mccs.org			