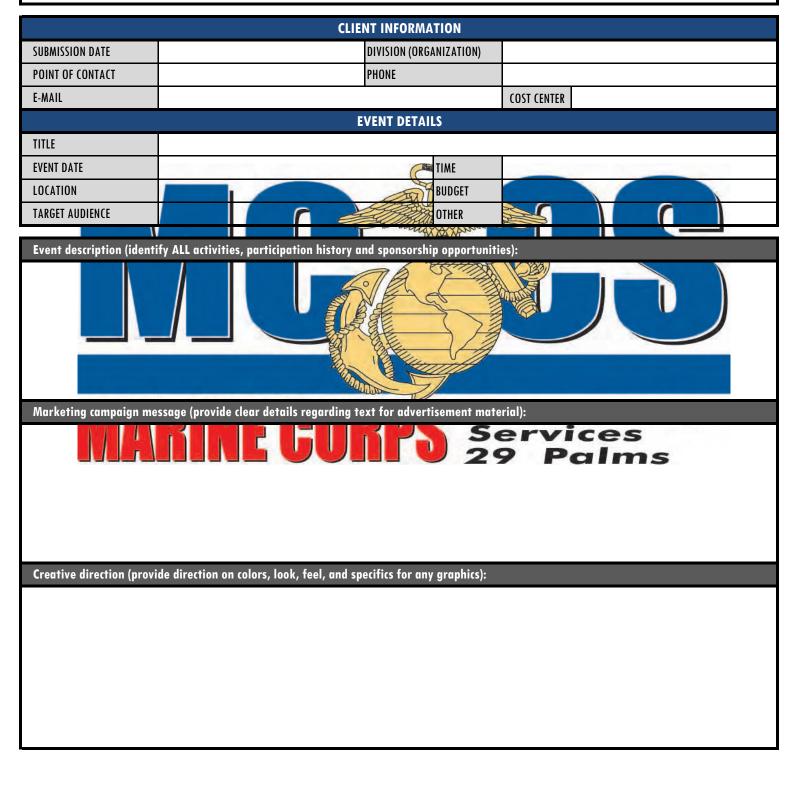
MCCS TWENTYNINE PALMS - MARKETING REQUEST FORM

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 | | | |