

MARKETING WORK REQUEST

Requesting Organization or Individual* _____ Phone* _____

Today's Date* _____ Project Deadline* _____

*Required Fields

(See submission guidelines in the instructions below)

Instructions

1. If requesting multiple projects please use a separate form for each project. (All information for the project must be included on the form or attached, digitally or physically, at the time of request).
2. Check the appropriate project type and complete project information.
3. Submit your requests via email to **marketing@pom-fmwr.com**. Both Marketing representatives will receive your request, a response to your request will be sent by the next business day at the latest.
4. When requesting reprints or updates to previously created documents, please attach a copy of the most current version and, where necessary, markups outlining the required changes.
5. Keep in mind that processing times vary. Priority projects have the potential of moving ahead of your request but by submitting your project as early as possible, you ensure a timely completion with little to no delay. Use the following as a guide for the **minimum** number of days prior to an event or need that you should submit your requests.
 - a. For Non Event Media: **2 Weeks**
 - b. Special Event Advertising: **2-3 Months**
 - c. Reprints: **2-3 Days**
 - d. Digital Submissions e.g., MWR website, Digital Displays, Marquees and Social Media: **1 Week**

Note: Departments with access and permissions to social media i.e., Facebook, Twitter, and texting apps, are responsible for promoting day-to-day events and specials. In the event of and absence or loss of personnel, Marketing is available to stand for the outlet until such a time as there is a replacement for the position.

Project Type*

- | | | |
|---|--|--|
| <input type="checkbox"/> Flyer
<input type="radio"/> 8.5"x11" <input type="radio"/> 8.5"x5.5"
<input type="radio"/> 4.25"x5.5" <input type="radio"/> Custom | <input type="checkbox"/> Poster
<input type="radio"/> 11"x17" <input type="radio"/> 18"x24"
<input type="radio"/> 24"x36" <input type="radio"/> Custom | <input type="checkbox"/> Postcard
<input type="radio"/> 4"x6" <input type="radio"/> 5"x7" <input type="radio"/> 6"x9"
<input type="radio"/> 4.25"x6" (USPS) <input type="radio"/> Custom |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Yard Sign
<input type="radio"/> 18"x24" <input type="radio"/> 24"x36" | <input type="checkbox"/> Banner
<input type="radio"/> 3'x3' <input type="radio"/> Custom |
| <input type="checkbox"/> Photo Print | <input type="checkbox"/> Poster Board Sign | <input type="checkbox"/> Sticker/Decal |
| <input type="checkbox"/> Business Card | <input type="checkbox"/> A-Frame (24"x36") | <input type="checkbox"/> JSIB Inclusion |
| <input type="checkbox"/> Booklet/Magazine | <input type="checkbox"/> Lamination | |
| <input type="checkbox"/> Other Print | | |

Where possible and appropriate, your ad will be posted to the below media channels and outlets automatically.

Social Media/Web

- MWR Calendar Facebook Twitter Instagram All POM/EDU Garrison Calendar DLI Calendar

Partner Organizations

- Parks at Monterey Bay Mayoral Program Public Affairs Office (PAO)

Project/Event Information*

Event Title _____ Event Date & Time _____

No. of copies _____ Custom Dimensions/Instructions _____

Event POC _____ Event Location _____

Event Information/Description: please provide as much detail as possible, continue on next page if necessary.

Send all Marketing Requests to: **marketing@pom-fmwr.com**

For Marketing Use Only

Date Received _____ Date Completed _____

Notes _____



Presidio of Monterey Marketing Department

Bldg. 4260, Gigling Road (OMC), Seaside, CA 93955
831-242-5055/5056, Fax 831-242-6641

MARKETING WORK REQUEST

Continued from previous page

Send all Marketing Requests to: marketing@pom-fmwr.com