



FORT IRWIN FAMILY & MWR MARKETING REQUEST



SEND REQUESTS TO: fortirwinmwr@gmail.com

Today's Date

POINT OF CONTACT INFORMATION

Name

Facility Name

Email

Number

EVENT/PROGRAM INFORMATION

Name

Number for Flyer

Date & Time

Registration Location
& Deadline

Location

EVENT/PROGRAM DESCRIPTION Highlight what is happening and include information that would make a customer want to attend. Will there be prizes, food, games, entertainment? Be specific! Include the 5W's!

GRAPHIC INFORMATION If a graphic already exists for this event, please indicate in the space below and we can update the existing graphic. If you have specific design ideas, please include them here.

PRINT ORDER Please indicate how many posters you would like sent to you.

Poster 22"x 28"

Flier 8.5" x 11"

1/4 Sheet 4.5" x 5.5"

Half Poster 11" x 17"

1/2 Sheet 5.5"x 8.5"

Other

Printing or finishing services. Specific cutting instructions, lamination, etc.

FOR MARKETING OFFICE ONLY

Work Order #

Irwin Doc

Assigned To

Marquee Yes No Date:

Due Date

Marketing TV Yes No Date:

Proof 1

Postmaster Yes No Date:

Approval Date

Website Yes No Date:

Completion Date

Facebook Yes No Date: