

FFR EURAFCENT MARKETING WORK REQUEST FORM

Project Number: _____

Facility Name:	POC Name:	POC Phone:
Date of Request:	Date Required: ATLEAST 30 DAYS BEFORE EVENT OR START OF REGISTRATION	

Instructions:

1. Use one form for each request. **MAJOR EVENTS REQUIRE A MARKETING PLAN!**
2. Fill out form completely. Confirm all information is accurate. Incomplete forms will be returned.
3. One request per email. Email request to **mwrnaples_marketing@eu.navy.mil**. (You will receive confirmation upon receipt.)
4. When requesting an update to existing material, the current piece must be submitted with the work request.
5. If you have specific photos or artwork to use, all materials must be high resolution and included in email.
6. Processing times vary **(20 business days for new projects and 15 days for existing designs with minor changes.**
Add extra days for outside vendor production.)

Program/Project/Event Information

Title:	Event start date: _____	Registration start date:
	Event end date: _____	Registration end date:
	Time: _____	Contact phone number for patrons:
Location:	Target audience(s):	
Cost/Fee:	Adults ☐ Single Service ☐ Teens ☐ Kids ☐ Families ☐ Age limits _____	

Registration location:

Distance of run/walk if applicable:

Project Information: *(Please be as descriptive as possible. Wording may be edited as needed.)*

Special Requests: *(Signage, banners, posters, certificates, business cards, booklets, decals, brochures, etc.)*

Note: Distribution outside of your facility, marketing strategy and mediums will be determined by the FFR Marketing Department

If questions, please email **mwrnaples_marketing@eu.navy.mil** or call 081-568-4072 or DSN 626-4072.

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