78 FSS MARKETING REQUEST ORDER

PROGRAM _____ EMAIL _____ DATE RECEIVED 20 October 2026

MANAGER/POC _____ PHONE # _____ FINAL PRODUCT DATE FILLED IN BY MARKETING

NAME OF EVENT _____

EVENT DATE(S) _____

RAIN DATE(S) _____

TIME _____

COST(S)/PRICE(S) _____

LOCATION _____

EVENT DESCRIPTION/OVERVIEW

(PROVIDE A BRIEF DESCRIPTION OF THE EVENT/PROGRAM. INCLUDE ADDITIONAL TEXT AS IT SHOULD APPEAR ON THE FINAL PRODUCT. ATTACH ADDITIONAL PAGES IF NEEDED.)

SPONSORSHIP REQUESTED?

◯ YES ◉ NO

WHERE TO REGISTER _____

REGISTRATION DEADLINE _____

EVENT CONTACT NAME _____

EVENT CONTACT PHONE/EMAIL _____

WHO IS THE EVENT OPEN TO?

- ☐ ACTIVE DUTY
- ☐ AGE 18+
- ☐ CHILDREN
- ☐ DOD ID CARDHOLDERS
- ☐ PUBLIC
- ☐ OTHER _____

All Marketing Work Orders needing Sponsorship must have a completed Sponsorship Request Form Submitted with work order

INFORMATION FOR GRAPHICS

(USE THE AREAS BELOW TO INDICATE PRINTED MATERIALS BEING REQUESTED.)

PRINTED MATERIAL

(ENTER QUANTITY, THEN SELECT PAPER SIZE AND FINISH FOR EACH ITEM NEEDED.)

QUANTITY	PRODUCT	FINISH
	SOCIAL MEDIA	
	NONE	
	NONE	
	NONE	

☐ This is a large event for over 300 attendees. I would like to discuss having maps at the event during consultation.

SPECIALTY ITEMS

(SOME OF THESE ITEMS MUST BE SENT TO AN OUTSIDE PRINTER, AND WILL REQUIRE MORE PRODUCTION TIME.)

- ☐ BOOKLET* QUANTITY _____
- ☐ BROCHURE* QUANTITY _____
- ☐ CERTIFICATES QUANTITY _____
- ☐ COUPONS PASSES QUANTITY _____
- ☐ BUSINESS CARDS QUANTITY _____
- ☐ TICKETS QUANTITY _____
- ☐ MWR BUCKS QUANTITY _____
- ☐ FAREWELL POSTER QUANTITY

ADDITIONAL PRINT/SHIPPING INSTRUCTIONS*

(PLEASE INDICATE SIZE, BI-FOLD OR TRI-FOLD, AND/OR NUMBER OF PAGES HERE.)

Email to:

justin.brinson.1@us.af.mil

MARKETING REQUEST #

FILLED IN BY MARKETING