

# Marketing Request Form

*The Flight Chief must approve all event/program details prior to submission as details submitted are considered FINAL. Provide alternate dates to avoid conflicts with other events. Allow a minimum of 5-6 weeks for the advertisement effort to begin. Email this completed form to 66.FSS.Marketing@us.af.mil.*

Facility Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

POC and Contact Details: \_\_\_\_\_

Flight Chief: \_\_\_\_\_ Backup POC: \_\_\_\_\_

Name of Event/Title: \_\_\_\_\_

Description of Event/Program: \_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_ Alternate Dates: \_\_\_\_\_

Event Location: \_\_\_\_\_

Start and End Time: \_\_\_\_\_

Audience/Eligibility (Select all that Apply):  Active Duty  Retirees  Single Airmen

DoD Cardholders  Dependents  Contractors Ages: \_\_\_\_\_

Cost Per Person: \_\_\_\_\_

Registration Deadline: \_\_\_\_\_

Special Notes: *(Transportation, Dress Code, Items to Bring, Etc.)* \_\_\_\_\_

\_\_\_\_\_