

Promotions/Marketing Request Form

Please check the appropriate box:

- Press Release Flyer Newsletter Presentation Pamphlet
 Program Brochure Banner Business Card Other: _____

• Activity Information •

Activity Name: _____ Date(s): _____ Fees: _____
Time(s): _____ Location: _____
Age Restrictions: _____ Activity Contact # (to be published): _____

Description/Narrative (30 words or less): _____

• Promotion Release Information •

Date of Distribution: _____ (Recommended 30 days prior to activity date.) Mailing List/Target Group: _____
 Black/White Color Other: _____ I have attached clip-art/photo : YES NO
Additional Information: _____

• Contact Information •

Name: _____ Agency: _____
Phone: _____, Ext. _____ E-mail: _____

• For Office Use Only •

<i>Date Submitted:</i> <input type="checkbox"/>	<i>Date of Completion:</i>	<i>Completed By:</i>
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Promotions Request was: Completed In-House Contracted

**Attach any necessary back-up information, requested clip-art, photographs, etc.
Please allow a minimum of 30 days to complete your request.**