

All requests must be made **45 DAYS** prior to the start of the promotion window!



United States Army Garrison Ansbach Marketing Request Form

Promotion Window		Today's Date	Requestor's Name
Start	End		

Approval

By signing the box below, I indicate that I have reviewed and approved the following marketing request.

Division Chief or Program/Facility Manager	

POC Information

POC Name	Facility/Department	Phone Number	Email

Event Details

Has a web request been created and submitted for approval?	Yes	No	
Did you receive marketing support for this event in previous years?	Yes	No	
Title of Event	Event Location	Event Date(s)	Event Time(s)
Cost for Participant(s)	Eligibility/Age Range	Target Audience	

Detailed Description of Event

**If more room is needed, you may attach an additional page or Word document.*

Additional Details

Purpose/Goal of Event		
Number of attendees in previous years (if applicable)	Expected number of participants for this year	Does this event generate revenue?

If your event involves tickets, coupons, resale, giveaways you must discuss with FMD prior to sending this request to Marketing.
If it involves control numbers, it is **your responsibility** to supply those to marketing.

Additional Notes:

If you need marketing materials outside of the standard A3 posters and web graphic, provide a detailed description what your facility is requesting in the box below.