



United States Army Garrison Ansbach Marketing Request Form

Marketing Promotion Window (Advertising Period)		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

Did you receive marketing support for this event in previous years?	Yes	No	
Do you need social media promotion via MWR?	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

Proposed text to be listed in marketing material

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:

Provide a detailed description what your facility is requesting in the box below, the sizes and quantities needed for printing and any adjusted format for social media.