



DFMWR Marketing Request Form

Request a Price Quote

****REQUESTS MUST BE SUBMITTED 30 BUSINESS DAYS PRIOR TO WHEN MATERIALS ARE NEEDED****
(Fill in form and email as an attachment to kim.lyons@us.army.mil and ashlie.crabtree@us.army.mil)

DFMWR Division: _____ Date of Request Submission: _____
Event/Activity Summary: _____
Event Date: _____ Event Time: _____ Open to Public? Yes No
POC Name: _____ Phone: _____ Email: _____
FOR APPROPRIATED FUNDS ONLY: Location Code: _____ Department Code: _____

PRINT MEDIA

- Flyers**
Distribution: A-Distro MWR Facilities POC listed above (Other Location) _____
If "POC" or "Other", please indicate Quantity: _____
Date Needed: _____
- Posters**
Distribution: MWR Facilities POC listed above (Other Location) _____
If "POC" or "Other", please indicate Quantity: _____ & Size (11x17, 20x26, other) _____
Date Needed: _____
- Banners**
Location (if space is available): Gate 1 Gate 2 Gate 5 Post Office Corner Courtyard Corner POC listed above
 (Other Location) _____
If "POC" or "Other", please indicate Quantity: _____ & Size _____
Date Needed: _____
- Signs**
Use: Inside Outside
Quantity: _____ Size: _____ Description: _____
Date Needed: _____
- Other Printed Media** (Tickets, Brochures, Coupons, Etc.)
Quantity: _____ Size: _____ Description: _____
Date Needed: _____

DIGITAL MEDIA

- Plasma Screen** (in Darling Hall Lobby)
Date Posted: _____
- Marquee** (4 lines of text, 30 characters each. Not applicable to private organizations or businesses)

Date Posted: _____
- Website**
Date Posted: _____
- Social Networking**
 Facebook Twitter Texting
Date Posted: _____

PRINTED ADS

- Signal Page** (MWR page, published every Friday)
Date Posted: _____
- CIB Slide** (Due the first Wednesday of the month)
Month of Briefing: _____
- Newspaper / Magazine ad** (Does not apply to FYI Magazine)
Description _____
Date Posted: _____

SPECIAL INSTRUCTIONS: _____

Disclaimer: Requester is responsible for authorizing this work for print. Check for errors in spelling, grammar, punctuation, and information. Reprinting of work that was approved and printed with errors must be requested through our marketing production manager. Fees may apply to reprinted materials.

FOR MARKETING USE ONLY:	Date Inputted: _____	Date Proof Sent: _____	Date Approved: _____	Date Completed: _____
Design Time: _____ <input type="checkbox"/> Cut Fee <input type="checkbox"/> Fold Fee <input type="checkbox"/> Perforation Fee <input type="checkbox"/> Lamination Fee				