## FFR EURAFSWA MARKETING WORK REQUEST FORM

Project Number: \_\_\_\_\_

Facility Name:	POC Name:	POC Phone:
Date of Request:	Date Required: ATLEAST 30 DAYS BEFORE	EVENT OR START OF REGISTRATION
<ol> <li>Instructions:         <ol> <li>Use one form for each request. MAJOR EVENTS REQUIRE A MARKETING PLAN!</li> <li>Fill out form completely. Confirm all information is accurate. Incomplete forms will be returned.</li> <li>One request per email. Email request to mwrnaples_marketing@eu.navy.mil. (You will receive confirmation upon receipt.)</li> <li>When requesting an update to existing material, the current piece must be submitted with the work request.</li> <li>If you have specific photos or artwork to use, all materials must be high resolution and included in email.</li> <li>Processing times vary (20 business days for new projects and 15 days for existing designs with minor changes. Add extra days for outside vendor production.)</li> </ol> </li> </ol>		
Program/Project/Event Information		
Title:	Event start date:	Registration end date:
	Event end date: Time:	Contact phone number for patrons:
Location:	Target audience(s):       Adults     Single Service	
Cost/Fee:	Teens □ Kids □ Families □ Age limits	
Special Deguacto: ///: // ////////////////////////////		
Special Requests: (Signage, banners, posters, certificates, business cards, booklets, decals, brochures, etc.)		
Note: Distribution outside of your facility, marketing strategy and mediums will be determined by the FFR Marketing Department		

If questions, please email mwrnaples\_marketing@eu.navy.mil or call 081-568-4072 or DSN 626-4072.