



MARKETING INFORMATION REQUEST FORM

Today's Date:

**Requests should be submitted at least
21-28 days in advance**

Please Call 586-282-0969 for appt.
To Discuss Marketing Possibilities

EVENT/PROGRAM INFORMATION	MARKETING USE ONLY	
Requesting Activity:		
Event/Program:	Please Call 586-573-0969 for an Appointment To Discuss Marketing & Advertising	
Date of Event/Program:	Write number of printed Items you wish to receive	
Cost of Event/Program:	Additional Info:	
Point of Contact:		
Phone Number & E-mail:	For Warren All?	
Event/Program Information as you would like it to appear in all advertising. Attach Word doc if needed.	Website Inclusion?	
<p>* Please provide as much information as possible – and e-mail to George.I.bournias@us.army.mil.</p> <p>MONTHLY calendar submissions & updates must be received by the 1st of the month prior to the event. Example: The deadline for an event in March would be Feb. 1st.</p>	Photo required of event?	
	Flyers (size & qty)?	
	Copies (size & qty)?	
	Tickets/Coupons ?	
	Web Calendar/Page ?	
	Has a form been sent to Media Services?	
<p>Publicity information can be e-mailed as an attached Word document with a marketing request form. Be sure you have addressed the following topics: What, Where, When, Time, Registration location/deadline, cost, eligibility, purpose, theme and point of contact.</p> <p>All articles must be submitted IAW the following guidelines Headline -Arial Font 14pt Text-Times New Roman 11pt Color - Black</p>	<p>Will a Commercial Sponsorship be Involved ?</p> <p>If so, please submit information on the Commercial Sponsorship request form</p>	
<p>FMWR Marketing Division Bldg 229; Room B-512- MS 603 U.S. Army Garrison – Detroit Arsenal (586) 282-0969 george.i.bournias@us.army.mil</p>		

Please use this form for article submissions only or for graphic ads

- *Articles must be submitted and may be edited for length or content.*
- *Headlines -Arial Font 14pt, Text-Times New Roman 11pt*
- *Information is due No Later Than the 2nd Friday of every month*
- *When submitting an inserts ensure that you have included the flyer and have noted that copies need to be made. 5 inserts are allowed per paper.*
- *All articles and inserts are input via Command priority and may be moved to another issue at the discretion of the Marketing Office.*

8. **Color Poster** – full color posters are available through Media Center and will cost approx. \$6-8 per square foot to be charged to the program. We suggest that you contact them ASAP with instructions online.

10. **Copies: B & W** Copies are provided in quantities of over 100. Please provide a clean copy of your flyer.

11. **Photo** – Photos can be taken of your event. If the Marketing Office cannot schedule a photographer to be there you will be instructed to go through the Media Services office and book it online.

12. Website: Please ensure that appropriate amounts of time are given to update the website.

- Allow 15-30 days for updates,
- 4-6 weeks for new page construction

12. Marketing Meeting - Call to schedule an appointment in advance of event. Please note that some of the larger events may involve 3-6 months for proper planning and marketing.

13. **Commercial Sponsorship** – must submit information via the Commercial Sponsorship Request Form