

6TH FORCE SUPPORT SQUADRON
MARKETING & PUBLICITY REQUEST FORM

*****Submit via Email to: 6fss.fsk.workorders@us.af.mil*****

Submit requests for large/basewide events no less than 90 days prior to event

****ALL REQUESTS MUST BE APPROVED & DIGITALLY SIGNED BY FLIGHT CHIEF****

Date of Request: (Today's Date)		Flight Chief's Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Needed By:		F.C. Approval Date:	
What: (Name of Event/Program)	Eligibility/Audience: <input type="checkbox"/> All DoD <input type="checkbox"/> Active Duty (Check all that apply) <input type="checkbox"/> Spouses <input type="checkbox"/> Retirees <input type="checkbox"/> Children Sponsorship Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Requests must be made <u>120 days prior</u> to the event)</i> Budget for Event: Notes:		
When: (Date/Time of Event/Program)			
Where: (Place/Location of Event/Program)			
Why: (Annual Event/Holiday Event/Regular Programing)			
How Much: (Cost to Register/Participate)			

Please include any and all details pertinent to your request. **EVERYTHING** your customer needs to know (i.e. Key times, menus, prices, participation requirements, etc.)! **If requesting printed materials, be sure to indicate the quantity and sizes needed**, i.e. 100 quarter-sheet flyers or 2 large posters, etc. **For anything not listed or to add special instructions, please use the details section below.**

Please Allow up to 10 Business Days for Requests – All RUSH Requests Must Be Pre-approved by the Marketing Director

MEDIA (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 6FSS Website | <input type="checkbox"/> Social Media (Facebook/Instagram) |
| <input type="checkbox"/> Base Bulletin | <input type="checkbox"/> Monthly FSS News Thunderbolt Insert |
| <input type="checkbox"/> Housing Newsletter | <input type="checkbox"/> Base Marquee (Cat A & B Only + FREE Basewide Events) |
| <input type="checkbox"/> FSS Text | <input type="checkbox"/> Base-Wide PSA (Only Used for Major Facility Updates) |

☐ **WEBSITE CHANGES**

PRINT PRODUCTS:

- | | | |
|---|--|---|
| <input type="checkbox"/> Flyer 1/4 Page - Qty: _____ | <input type="checkbox"/> 1/2 Page - Qty: _____ | <input type="checkbox"/> Full (8-1/2" x 11") - Qty: _____ |
| <input type="checkbox"/> Rack Card - Qty: _____ | <input type="checkbox"/> Business Cards - Qty: _____ | <input type="checkbox"/> Booklets - Qty: _____ |
| <input type="checkbox"/> Sign on Cardstock (8-1/2" x 11") - Qty: _____ | <input type="checkbox"/> Laminated - Qty: _____ | <input type="checkbox"/> Easel Back |
| <input type="checkbox"/> Full Poster (22" x 28") - Qty: _____ | <input type="checkbox"/> Foam Core Mounted - Qty: _____ | <input type="checkbox"/> Laminated - Qty: _____ |
| <input type="checkbox"/> Banner - Qty: _____ | (specify size - maximum 42" height x 120" long) _____ | |
| <input type="checkbox"/> Other Print Product: | <input type="checkbox"/> Paper | <input type="checkbox"/> Vinyl |

☐ **REPRINT**

ADDITIONAL DETAILS (or send attachment):

P.O.C.	Phone:	Email:
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OFFICE USE	Received By/Date(s)	Work Performed/Date(s)	
	Job Log #	Paid Job? / Invoice # / How Much \$	Sponsors (if applicable)

Missing or incomplete information WILL result in delay of requested order. Be sure to include ALL relevant information.