



GRAPHICS AND PUBLICITY REQUEST FORM

For scheduling and timely advertising purposes, requests are required to be received **ninety (90) days prior to your event/program start date**. You are encouraged to submit requests as soon as you have knowledge of an upcoming event.

Please return this form via email to: usarmy.jbmhh.asa.mbx.fmwr-marketing-work-order@mail.mil and CC: pejcic.p.jacobs.naf@mail.mil

Facility _____ Date Submitted _____ Date Needed _____

Point of Contact _____ Phone # _____

Name of Event/Program: _____

Event/Program Description: If more space is needed, **please attach a separate page with all event details** to include dates, time, location, menus, admission costs, phone number for more information, etc.

Graphics	Qty	Publicity	
Flyer Specify size <input type="checkbox"/> 5.5" x 8.5" <input type="checkbox"/> 8.5" x 11"		fmwR&R magazine (emailed to distro list monthly)	
Poster Specify size Mounted Laminated <input type="checkbox"/> 11" x 17" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 22" x 28" <input type="checkbox"/> <input type="checkbox"/>		Website jbmhh.armymwr.com Please be sure to submit a Website Change Request form for this requirement.	
Brochure Specify finished size <input type="checkbox"/> Half-Fold <input type="checkbox"/> Tri-Fold		Social Network Sites Facebook, Twitter, Pinterest, YouTube (you must provide video)	
Banner standard size is 3' x 6' – 7 day turn-around		Pentagram/PAO Email Not guaranteed.	
Custom Design A-frame signs, oversized checks, window decals, promotional buttons, t-shirts, etc.	Please speak with someone in the Marketing Dept.	Other (specify): Survey, event planning, advertising campaign, etc.	Please speak with someone in the Marketing Dept.

NOTES: Requests marked ASAP will be assigned low priority. Please be specific with Date Needed: POC will receive a proof for requested marketing materials prior to printing. Proof must be approved and returned to Marketing prior to printing. Delivery time varies and depends on the services requested. Keep in mind that in some cases materials must be ordered to complete the job or the job may be contracted out, both of which will add to the turn-around time.

***** ALL MATERIALS MUST BE APPROVED BY A DIVISION CHIEF BEFORE IT GOES TO PRINT.**

***** REPRINTS WILL BE PAID FOR BY REQUESTING ACTIVITIES.**

1st Proof – make changes, add additional information, etc.

2nd Proof – make corrections, **additional information cannot be added at this time.**

3rd Proof – for Approval Only, **no corrections or changes will be made at this point.**