



MCCS Cherry Point Marketing Request Form (rev Nov 2022)

Your Information

POC Name: _____

POC Telephone: _____ POC Email: _____

Cost Center Number: _____ Department: _____

Name of this Request: _____

Date Final Products Due: _____

Date to Start Marketing: _____ Date to End Marketing: _____

Details & Description of Your Request:

Is this an Event? Yes No

Event Name: _____

Event Date Start: _____ Event Date End: _____

Event Start Time: _____ Event End Time: _____

Event Location: _____

Open to the Public? Yes No

Target Audience

All Active Duty DoD
Families and Retired Spouses Children

Details & Description:

Instructions and Notes to the designer:

Are you requesting Sponsorship? Yes No

Expected Participants: _____ Expected Spectators: _____

Total Dollar Amount Requesting: \$ _____

Items/Qty of in-kind requests (water, entertainment, etc):

How will these items be used and who will receive them?:

Do you have any suggested sponsors?

Do you require printed materials or other services? Yes No

| | |
|--------------------------------|-----------|
| Full Page Flyer | Qty _____ |
| Full Page Flyer, two sided | Qty _____ |
| Half Page Flyer | Qty _____ |
| Half Page Flyer, two sided | Qty _____ |
| Legal | Qty _____ |
| Legal, two sided | Qty _____ |
| 8.5x11 Cardstock | Qty _____ |
| 8.5x11 Cardstock two sided | Qty _____ |
| 8.5x11 Glossy | Qty _____ |
| 8.5x11 Glossy, two sided | Qty _____ |
| 11x17 | Qty _____ |
| 11x17, two sided | Qty _____ |
| Poster, 22x28 | Qty _____ |
| Poster on Foamcore, 22x28 | Qty _____ |
| 18x24 Corplast Sign | Qty _____ |
| 18x24 Corplast Sign, two sided | Qty _____ |
| 24x36 Corplast Sign | Qty _____ |
| 24x36 Corplast Sign, two sided | Qty _____ |
| 2x6 Banner | Qty _____ |
| 3x12 Banner | Qty _____ |
| Business Cards (1 = 500) | Qty _____ |
| Punch Cards | Qty _____ |
| Membership Cards | Qty _____ |
| Gas Pump Signs | Qty _____ |
| Gift Cards | Qty _____ |
| Table Tents | Qty _____ |
| Balloons | Qty _____ |

| | |
|----------------------|-----------|
| Online Survey | Qty _____ |
| Digital Version Only | Qty _____ |
| 12x18 Metal/PVC Sign | Qty _____ |

If you require marketing services that are not listed on this form, please call 466-3001.

Who needs to see this next? _____

At what Email? _____