



Marketing Request Form

Please complete this form for all requests of the Marketing Department.
Completed forms should be mailed to marketing@ceoempowers.org.
Please allow at least 2 weeks for print material orders to be processed and completed.

Requesting Staff's Name: _____

Program Name: _____

Phone: _____

Date of Request: _____

Date Needed By: _____

Category

- | | | | |
|--|---|---------------------------------------|--------------------------------|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Website | <input type="checkbox"/> Intranet | <input type="checkbox"/> Press |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Photography | <input type="checkbox"/> Presentation | <input type="checkbox"/> Other |
| <input type="checkbox"/> Promo Items/
Giveaways | <input type="checkbox"/> Marketing Materials
(complete 2 nd page) | | |

Brief Description of Request:
(Please also indicate any specific materials needed here or by e-mail)

****For Marketing and Communications Use Only****

Date Received: _____

Total Cost: _____

Date Delivered: _____

Hours: _____

Date Approved: _____

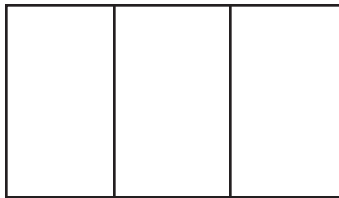


Marketing Request Form

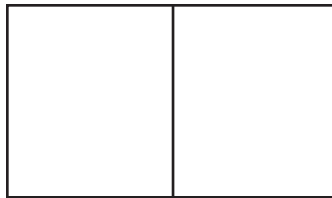
Please complete this form for all requests of the Marketing Department.
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Please allow at least 2 weeks for print material orders to be processed and completed.

If requesting Marketing Materials, please indicate:

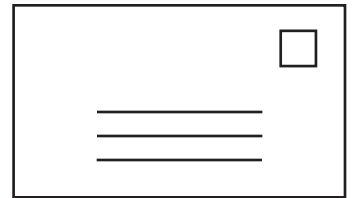
Tri-fold Brochure



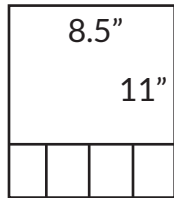
Bi-fold Brochure



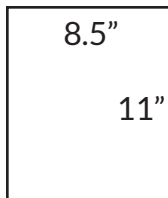
Postcard



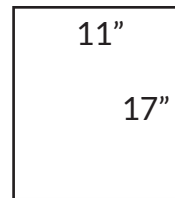
Flyer with Tabs



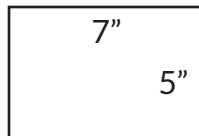
Flyer



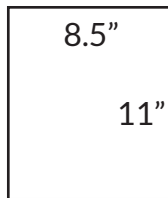
Poster



Invitation - Small



Invitation - Large



Other/Custom Request*

New*

Reprint

Reprint with Edits*

Quantity: _____

***Please include details on first page.**

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Hours: _____

Date Approved: _____