

628 FSS/FSK MARKETING REQUEST FORM

Submit work orders no later than the first of the month prior to the event taking place. Allow 10 working days for work orders to be completed. Some work may require a longer production time. **SUBMISSION OF REQUESTS ASSUMES APPROVAL BY THE FLIGHT CHIEF OR THEIR DESIGNATE.** Submit form, along with any additional documents, to 628FSS.FSK.JBCMarketing@us.af.mil
 Subject line of email must include: "Workorder – Facility Name – Event Name" and Flight Chief must be cc'd.

Requesting Facility:	Date of Request:
Event/Program Title:	Date of Event/Program:
POC Name:	POC Phone:

Eligibility:
 All DoD Card Holders
 Active Duty
 Spouses
 Retirees
 Children
 Other _____

Medium: <input type="checkbox"/> Web Update <input type="checkbox"/> Print Media <input type="checkbox"/> Photo Support	Has sponsorship been previously requested for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
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DETAILS: (Dates, times, menus, prices, RSVP's, participation requirements, everything your customer wants and needs to know! Also, include specific quantities/sizes for print media needs.)

For Marketing Office Use Only/Received By/Date		07/16
Work Performed/Date		