

# MARKETING REQUEST

DFMWR Marketing – 301-677-2988/5550

**All marketing requests must be submitted via email to the Marketing Department. Work requests must be submitted a minimum of forty days prior event date; to facilitate design, proofing, editing, printing/ordering, distribution, and advertising.**

**Event/Activity Title:**

**Date/Time:**

**Location:**

**Fees/Prices:**

**Event POC:**

**OPEN TO:**

**Sponsorship (if applicable):**

- |   |   |
|---|---|
| <input type="checkbox"/> Active Duty      | <input type="checkbox"/> Families       |
| <input type="checkbox"/> Civilians        | <input type="checkbox"/> General Public |
| <input type="checkbox"/> Retired Military |   |

**ADDITIONAL INFORMATION:**

ITEM	Approx. Cost	Qty Needed	Budget Code to Charge
Flyers (8.5" x 5.5")	Free - Max 100		
Half- Page Flyers	Free - Max 100		
Posters (11" x 17")	Free - Max 25		
Posters (24" x 36")	\$30 - \$50		
Yard Signs (18" x 24")	\$15 - \$25		
Road Signs (4' x 4')	\$50 - \$100		
Postcards	\$70 - \$139		
Business Cards	\$25 - 500 pcs		
Small Banner (3' x 8')	\$90 - \$114		
Large Gate Banner (4 'x 12')	\$150 - \$290		