

MARKETING REQUEST

DFMWR Marketing – 301-677-2988/6547

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):

- Active Duty Families
 Civilians General Public
 Retired Military

ADDITIONAL INFORMATION:

ITEM (DFMWR use only)	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		