

# MARKETING MATERIALS REQUEST FORM

This form should be used to request development of any new marketing or promotional materials, such as those identified in this form under "Type of Projects," as well as updating of existing materials.

All fields on this form should be completed as fully as possible. This will help our Marketing team determine the level of support and type of communication needed for your project as well as the priority your project requires based on time requested and delivery date required.

Once you've completed the form, save it to your computer with all forms completed and email it to: [sophie@thesenaseproject.org](mailto:sophie@thesenaseproject.org)

## Contact Information

ORGANIZATION/GROUP NAME	
CONTACT NAME	
CONTACT EMAIL	
CONTACT PHONE NUMBER	
DATE OF SUBMITTED REQUEST	

## Project Background

### Type of piece:

*If multiple pieces needed, choose all that apply.*

- Brochure
- Fact sheet
- Mailer piece/postcard
- Poster
- Print advertisement
- Invitation
- Video
- Webpage/Donation page/Landing page
- Promotional items/giveaways
- Other

**Is this project:**

- New
- Updates/changes on an existing piece

**Target Audiences:**

*Choose all that apply.*

- Religious/Church group
- Farmer's market/community event
- School/student group
- Scout troop/volunteer group
- General interest

**Purpose:**

*Type of event or promotion, include any relevant background information.*

**Message:**

*Focus of piece, include TSP project name (Medical Clinic, Akatim Village School, Volunteer recruitment, general donation, etc.)*

**Supporting Information:** *Submit with this form any relevant files (i.e., your company's logos, website links, contact info, etc.) via email ([sophie@thesenaseproject.org](mailto:sophie@thesenaseproject.org)). If you are supplying any proposed/draft verbiage for the piece, please provide it as a text file in a Word document only.*

## Additional Project Specs

ESTIMATED QUANTITY	
DATE NEEDED	
MEANS OF DELIVERY (SHIP, DROP-OFF, EMAIL, ETC.)	

Once you've completed the form:

- Save it to your computer with the fields completed
- Email it to [sophie@thesenaseproject.org](mailto:sophie@thesenaseproject.org)
- Provide any supporting material by email ([sophie@thesenaseproject.org](mailto:sophie@thesenaseproject.org))

Once we've received the form, a member of our Marketing Communication staff will contact you to discuss your project.

**ubuntu!**