

# MARKETING SERVICE REQUEST FORM



**Event Date:**

**Requested Promotion Start Date:**

**Submitted by:**

**Contact:**

**Attachments Included**

Marketing Service Requests should be made **4 - 6 weeks prior to the start of the promotional period.** Marketing/Communications will determine ALL promotional timelines based on resource availability.

Please email form to Sarah Oprean at [soprean@stbrendans.net](mailto:soprean@stbrendans.net) in the following format:

*"Marketing Services + Ministry Name + Date to be Launched"*

**Example: 'Marketing Services Women's Club 1/31/2017'**

PLEASE FORMAT YOUR SUBJECT LINE IN THE SAME WAY.

Improperly formatted submissions may be missed by our electronic filters, and can result in your request being overlooked.

**Ministry Marketing**

Event Promotion

Print Promotion

Other \_\_\_\_\_

**Marketing Consult**

Special Promotions

Social Media

Other \_\_\_\_\_

**School Marketing**

Event Promotion

Print Promotion

Other \_\_\_\_\_

**Project Title:** *(Name)*

**Project Overview:** *(Provide a brief overview of the project and any requirements)*

**Target Audience:** *(Who are we talking to?)*

**Promotional Objective:** *(What are we trying to accomplish?)*