



MARKETING PROJECT REQUEST FORM

Please fill out and send to Sue Pawlowski. Projects will not be processed without a GL number when printing is outsourced.

Your name _____ Today's Date _____

Branch _____ Department _____

Name of event/program _____

Date of event/program _____ Time of event/program _____

Location of event/program _____

Fee (if applicable) Y Members _____ General Public _____

How/where to register (if applicable) _____

Target Population (who are you trying to reach) _____

Contact info: Name _____ Phone _____ Email _____

Event/program description (general information to help people understand what it is or if you have exact copy, please include with the request)

TYPE OF MARKETING (check all that apply)

GL # FOR BILLING _____

_____ Flyer (1 page) _____ Color _____ Black & White _____ Quantity

_____ Stackers _____ Quantity

_____ Brochure (multiple pages) _____ Color _____ Black & White _____ Quantity

_____ Poster (enter quantity of each size) _____ 12" x 18" _____ 24" x 36" _____ Laminated _____ Foam Core

_____ Indoor Banner (enter quantity of each size) _____ 1.7' x 3' _____ 2.5' x 4' _____ 2.5' x 6' _____ Order a stand

_____ Outdoor Banner – Contact Marketing for Options

_____ PSA/Press Release

_____ Digital _____ Social Media _____ Website _____ Email Marketing _____ Survey _____ Internal Y TV Slide

Photos—if you have photos you would like used, please email or indicate where they are located _____

Deadline—allow at least 3 weeks _____

Notes _____

BUSINESS CARD ORDERS

GL # FOR BILLING _____

Quantity _____ 250 _____ 500 _____ 1,000

Backer _____ Be My Guest _____ Appointment Card _____ Other _____

Name _____ Title _____ YMCA _____

Office Phone _____ YMCA Cell Phone _____ Fax: _____

Email _____

For Marketing Department use only:

Project assigned to: _____ Sue P _____ Julie M _____ Spring R _____ Kristin J

Posted to the APP: _____ Yes _____ N/A

Dates proofs sent: _____

Date finished: _____

Comments:
