

# Marketing Request Form

MWR Marketing  
Bldg 350, 4th Floor  
Fort Polk, LA 71459  
P: 337-531-1959  
www.polk.armymwr.com



Requesting Date:

**DUE DATE:**

POC:

Requesting Activity:

Manager's Name:

Phone:

Title of Publicity

Description of Publicity:

8.5 x 11 FLYERS (Allow 21 days for production) Max 500

Quantity

Web updates/changes  
(Please allow 14 days  
for all web requests)

1/2 Sheet FLYERS (Allow 21 days for production) Max 1500

Quantity

11 x 17 Posters (Allow 21 days for production) Max 10

Quantity

Laminated

18 x 24 Road Signs (Allow 21 days for production) Max 6

Quantity

Business Cards (Allow 14 days for production) Max 200

Quantity

Marketing Requests for programs and events should be received in the Marketing Office **NLT 60 days** prior to the execution date. If the request is received after the 60 day window, it will be reviewed by the Marketing Chief and is subject to denial.

Facebook

Division Chief Approval

Twitter

Digital Signage

Marketing Chief Approval

MARKETING CONTROL NUMBER