**Field Options**

Include On Marketing Request, Sponsorship and After Action the following:

POC

Email

Flight Chief Email

Direct Phone

Event Name

Event/Program Details

Event Date \*

Event Time \*

Event Location \*

Cost to Customer \*

**Marketing Request Form**

Please use the following options on the Marketing Request Form

Requested By Date\*

Marketing Options \*

BBEC Marquee

DiscoverKeesler.com (FSS Website)

Discover Keesler Newsletter (Perm Party)

Discover Keesler Newsletter (Student)

Marketing Brief

Facebook / Social Media

FSS Text

Photographic Support

Video Support

Other (please explain in Details box)

PROOF REQUIRED \*If not approved w/in 48 hrs, job will be processed.

Flyers

8.5”x11” (regular)

8.5”x5.5” (half)

4.25”X2.75” (quarter)

Qty

(Remove)Flyers Option 2

(Remove)Qty Option 2

Posters

18”x24” (For Easel)

22”x28”

19.5”x23.5”(small pop)

24”x36” (Large pop)

20”x36” (Wooden Frame)

Qty

(Remove)Please include desired Cross-Marketing Location

(Remove)Posters Option 2

(Add) Other Printed Options

3x5’ banner

3x8’ banner

Yard Sign

Rack Card

Counter Card

Business Card

Qty

(Remove)Please include desired Cross-Marketing Location

**Target Audience \***

Military Personnel

Spouses

Civilians

Families

Singles

Couples

Men

Women

21+ Only

Retirees

Youth 12 Years & Under

Youth Teens

All of the Above

**Reprints**

A&FRC Brochure

BBEC Brochure

CDC Parent Handbook

Youth Sports Calendar

Fitness Brochure

Lunch Punch Cards (BBEC)

Salad Punch Cards (BBEC)

Lunch Punch Cards (Bowling)

ODR Price List

ITT Price List

Keesler Outdoors

FCC Provider Flyer

FCC Brochure

Youth Programs

Golf Score Cards

It’s In the Cup Loyalty Cards

Golf Rounds Coupons

Sponsorship Brochure

Advertising Brochure

ICE Business Cards

NAF HRO Retirement Cert.

**SPONSORSHIP REQUEST**

Estimated Attendance \*

Breakeven Participation # \*

Budget\*

**Target Audience \***

Military Personnel

Spouses

Civilians

Families

Singles

Couples

Men

Women

21+ Only

Retirees

Youth 12 Years & Under

Youth Teens

All of the Above

Sponsorship Cash Amount Requested\*

(Amount requested to enhance event, not for basic event funding.)

In Kind Sponsorship Item & Cost Requested

In Kind Sponsorship Item & Cost Requested

In Kind Sponsorship Item & Cost Requested

In Kind Sponsorship Item & Cost Requested

In Kind Sponsorship Item & Cost Requested

In Kind Sponsorship Item & Cost Requested

Attachments :

**AFTER ACTION REPORT**

Expenses: Labor \*

Event Name / Request Subject \*

Event / Program Details \*

Event Date \*

Event Time \*

Event Location \*

Assisting Agencies

Participation Demographics (who attended) \*

Active Duty

Dependents

Couples

Retirees

Civilians

Others

Participation Demographics Age \*

Accomplishments \*

Concerns \*

Marketing/Sponsorship Support \*

Additional Event Notes

Entry/Customer Fee \*

Commercial Sponsorship Received

(Commercial Sponsorship Cash And/Or In Kind Support Received)

Food/Beverage Sales

Bar Sales

Miscellaneous Income

Total Income

Expenses: Supplies

Expenses: Food/Beverage

Expenses: Alcoholic Beverages

Expenses: Equipment

Expenses: Fuel

Expenses: Miscellaneous

Customer Comments/Overall Reception

(customer feedback or comments on the program)

Attachments :