

# Marketing Request Form



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**Project Title** \_\_\_\_\_ **Date Needed** \_\_\_\_\_

**Contact Name\*** \_\_\_\_\_ **Committee** \_\_\_\_\_

\*This person will be notified to approve drafts.

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

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## Intended Audience:

- Membership     Club Leadership     General Public     Corporate/Sponsors

## Project Type:

- New     Update/Design Revisions to Existing Piece

## Items Requested:

If multiple pieces needed choose all that apply.

- Brochure     Social Media     Program     Direct Mail     Flyer     Print Ads     Poster     Fact Sheet
- Website Update     Webpage/Donation Page/Landing Page     PowerPoint     Promotional Items/Giveaways
- Other

## Purpose:

Type of event or promotion, including any relevant background information.

## Message:

Focus of piece, include project name.

**Supporting Information:** Submit with this form any relevant files (i.e., program logos, website links, contact information, etc.) via email (marketing@optimist.org). If you are supplying any proposed/draft verbiage for the requested item, please provide it as a text file in a Word document only.