

# MARKETING REQUEST FORM

Please complete this form with as much detail as possible and return it to Sandy Trumbo, Director of Marketing. Please submit this form at least 6 weeks prior to the event date or 6 weeks before marketing of the department/service is to begin.

## REQUESTOR INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

## MY REQUEST IS FOR MARKETING OF:

An event (if event, see below)

A Department

A Service

Other: \_\_\_\_\_

## EVENT INFORMATION:

Name of Event:

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time:

\_\_\_\_\_

Location: \_\_\_\_\_

Description of Event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Number of Attendees:

\_\_\_\_\_

Describe what attendees can expect to gain from attending the event:

\_\_\_\_\_

\_\_\_\_\_

Budget amount for Marketing materials: \$\_\_\_\_\_



If marketing is wanted for a department or service, why is it needed?

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What outcome do you expect from marketing the department or service?

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To facilitate and prioritize requests, please be sure to have your VP signature on this form before submitting to Marketing. Requests are reviewed by Administration for final approval. Please submit 6 weeks before needing any materials.

Please note: All submissions for rack cards or brochures must be submitted in Word format.

Vice President Signature: \_\_\_\_\_

If you have any questions about marketing or about this form, please contact Sandy Trumbo at 417-533-6098 or by e-mail at [Sandy.Trumbo@Mercy.Net](mailto:Sandy.Trumbo@Mercy.Net) .