

Marketing Work Request

Call 30FSS Marketing at 606-0276

Date Submitted:

Work requests may take up to **12 business days** before a proof is available for approval. Once approved, work orders may then require up to **3 business days** to complete printing.

Please select if: **URGENT**

(must be approved)

POC:

Facility/Activity:

Phone:

(Please refer to pricing sheet for any requests made outside of FSS)

Event & Program Information

Name of Event:

Location:

Date & Time:

Cost:

Information Needed in Design

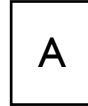
Non-Printing Request (Check all that apply)

• 30FSS Facebook Page:
(All facilities should be in charge of posting to their own FB page.)

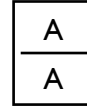
• 30FSS Facility Webpage Update:

Printing & Graphics Requests

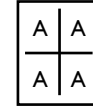
FLYERS (Please Select and Input Quantity)



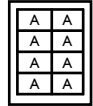
Full Page



Half Page



Quarter Page



Business Cards

Quantity Needed:

BROCHURES (Please Select and Input Quantity)



Two Panel
(8.5" x 11" Page)



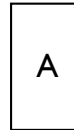
Three Panel
(8.5" x 11" Page)



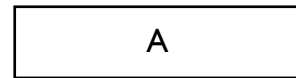
Four Panel
(8.5" x 14" Page)

Quantity Needed:

POSTERS (Please Select and Input Quantity)

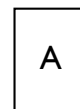


Print only
(11" x 17" Page)



Large Check
(12" x 36" Mounted)

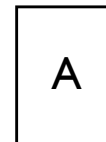
Quantity Needed:



Medium
(24" x 18")

Foam Board Mounted:

Quantity Needed:



Large
(24" x 36")

Foam Board Mounted:

Quantity Needed:

MARQUEE

Dates Needed:

The marquee is made in a 1"x 3.5" format, please be precise with information given in the design box.
(All marquee requests must be approved before execution.)

NAMETAGS

Quantity Needed:

Magnet Back

Pin Back

Please Include Full Name & Job Title In Information Box