

## 628 FSS/FSK MARKETING REQUEST FORM

Submit work orders no later than the first of the month prior to the event taking place. Allow 10 working days for work orders to be completed. Some work may require a longer production time. **SUBMISSION OF REQUESTS ASSUMES APPROVAL BY THE FLIGHT CHIEF OR THEIR DESIGNATE.** Submit form, along with any additional documents, to [628FSS.FSK.JBCMarketing@us.af.mil](mailto:628FSS.FSK.JBCMarketing@us.af.mil)  
Subject line of email must include: "Workorder – Facility Name – Event Name" and Flight Chief must be cc'd.

Requesting Facility:		Date of Request:
Event/Program Title:		Date of Event/Program:
POC Name:		POC Phone:
Eligibility: <input type="checkbox"/> All DoD Card Holders <input type="checkbox"/> Active Duty <input type="checkbox"/> Spouses <input type="checkbox"/> Retirees <input type="checkbox"/> Children <input type="checkbox"/> Other_____		
Medium: <input type="checkbox"/> Web Update <input type="checkbox"/> Print Media <input type="checkbox"/> Photo Support		Has sponsorship been previously requested for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DETAILS:</b> (Dates, times, menus, prices, RSVP's, participation requirements, everything your customer wants and needs to know! Also, include specific quantities/sizes for print media needs.)                    		
For Marketing Office Use Only/Received By/Date Work Performed/Date		07/16