



MARKETING PROJECT REQUEST FORM

Send to Sue Pawlowski at spawlowski@ymcafoxcities.org and marketing@ymcafoxcities.org

Your name _____ Today's Date _____

Branch _____ Department _____

Name of event/program _____

Date of event/program _____ Time of event/program _____

Location of event/program _____

Fee (if applicable) Y Members _____ General Public _____

How/where to register (if applicable) _____

Contact info: Name _____ Phone _____ Email _____

Event/program description (general information to help people understand what it is or if you have exact copy, please include with the request)

GL For Billing of Printed Materials _____

PRINT MARKETING

- _____ **Flyer (1 page)** (enter quantity)
Color _____ Black & White _____
- _____ **Stackers (Two-sided 3.7"X8.5")** (enter quantity)
- _____ **Brochure (multiple pages)** (enter quantity)
- _____ **Poster** (enter quantity of each size)
12" x 18" _____ 24" x 36" _____
- _____ **Laminated** _____ **Foam Core** _____
- _____ **Indoor Banner** (enter quantity of each size)
1.7' x 3' _____ 2.5' x 4' _____ 2.5' x 6' _____
- _____ **Order a stand** _____
- _____ **Outdoor Banner** – Contact Marketing for Options

DIGITAL MARKETING

- _____ **Social Media**
- _____ **Website**
- _____ **Engage Initiative**
- _____ **Survey**
- Internal Y TV**
- _____ **APP**
- _____ **Member E-Newsletter**
- _____ **Corporate Membership e-Newsletter**

Print Deadlines

- 5 Business Days for In-House printing**
- 3 Weeks for Out-of-House printing**

Photos—if you have photos you would like used, please email or indicate where they are located _____

BUSINESS CARD ORDERS

Send to Kristin Johnson at kjohnson@ymcafoxcities.org

Quantity _____ 250 _____ 500 _____ 1,000

Backer _____ Appointment Card _____ Other _____

Name _____ Title _____ YMCA _____

Office Phone _____ YMCA Cell Phone _____ Fax: _____

Email _____