

Marketing Work Order Form

Staff Leader _____
Approval _____

Date: _____

Date Submitted _____

Date Needed _____

Please allow at least two weeks for production Account to charge

Requester _____

District Chisholm Trail _____

Product Needed:

- ☐ Activity Promotion
☐ Training Promotion
☐ Other

Event Theme (if one has been chosen)

Attach specific graphics to be used (if you have any)

Format Needed:

- ☐ Flier
☐ Postcard
☐ Graphic for Email
☐ Graphic for social media/website
☐ Other

Proof:

- ☐ Proof only

Printing Specifications

Quantity _____

Dimensions:

- ☐ full sheet letter
☐ half sheet letter
☐ other

Color or Black and White _____

**color items will need additional approval

Lynnette's Approval _____

Include in council level promotions:

- ☐ Newsletter
☐ Website/Hub/Facebook

Promotion Details

Who: (who is this for)

What: (what is this event)

Why: (why is it important to attend)

When:

Where:

How to register:

Cost:

District Executive contact info:

Volunteer contact info: