



MWR Marketing Division Media Request Form

Fort Jackson, South Carolina



Date Information (please print)

POST LEADER REQUEST

| | | |
|------------------|--------------------------|------------------|
| Date of Request: | Request Completion Date: | Date to be Used: |
| Date[s] to Run | From: | To: |

Point Of Contact Information

| | |
|-------------------------|--|
| Main POC Name | |
| Back-up POC Name | |
| Phone / Fax / Cell | |
| E-mail address | |
| Directorate or Activity | |

Post Leader

| | |
|-------------------|-----------------|
| Event Title: | Event Location: |
| Event Date: | Event Time: |
| *Date(s) to Run : | Open to: |
| Fees / Charges: | Event POC: |

Special Events Features or Additional Information:

To expedite your project, please e-mail word, text and/or image files to the MWR Marketing Division Graphic Artist. Please include information listed above in e-mail. Call 751-6990 for more information.

*Please Note: The MWR Marketing Division accepts Fort Jackson Leader Requests for MWR and DCA activities only. Submissions are collected until Thursday to appear in the following Thursday's edition [space permitting at the discretion of the Leader].