MWR Marketing Division Media Request Form

Fort Jackson, South Carolina

MWR GRAPHIC REQUEST

Date Information (please print)

Date of Request:	Request Completion Date:	Date to be Used:
Date[s] of Event	From:	To:

Point Of Contact Information

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

Print Graphics / Newsletter / Leader

	Total # Copies	**Paper Size & Stock	**Paper Color	**Ink Color	***Full Color
Poster					
Flyer					
Business Card					
Invitation					
Brochure					
Form					
*Other					

*Special Instructions:

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

**If sizes and colors are not selected, the graphic artist will select. Please allow a minimum of 10 working days for completion.

***Certain limitations apply. Please call MWR Marketing for more information.