

# Marketing Work Order for Services Programs

*(Please submit only one work order per event)*

Today's Date: \_\_\_\_\_

Activity & Your Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Please provide event details: (Attach any supporting documents or additional information)

Graphics Needed: \_\_\_\_\_

Quantity Needed: \_\_\_\_\_

Flyers: \_\_\_\_ Wing Slides: \_\_\_\_ Services STAR: \_\_\_\_

Posters: \_\_\_\_ Fitness Center Closed Circuit System: \_\_\_\_

Brochures: \_\_\_\_ 914th Services Website: \_\_\_\_

Banners: \_\_\_\_ Cards: \_\_\_\_

Other: \_\_\_\_\_

Additional Information on graphics or publicity dates:

Approve / Disapprove

Approve / Disapprove

Robert T. Williams  
Chief of Services

Jerry D. Slipko  
Marketing Director