

USAG RP Marketing Work Request – Due 90 days before the event or start of registration for the event.

Request should be submitted by the 10th of the month, 90 days out

Exceptions are made for newly contracted instructional classes.

Not all requests are guaranteed. Division Chief has approval authority for your request. Marketing has the right to refuse your request based on lack of information. Some mediums have limited availability. Priority of each medium having availability is based on the event's estimated/historical attendance and/or revenue potential. Please be aware that some production costs may be charged to your activity.

Once form is completely filled out and digitally signed by your division chief, please email this form to the marketing department at

usarmy.rheinland-pfalz.id-europe.mbx.dfmwr-marketing@mail.mil

Requesting Facility /Activity	
Requesting POC Phone Number	
Requesting POC Email	
Name of Event or Promotion	
Start date	
Start time	
Stop date	
Stop time	
Promotion or event location	
Bldg #	
Event DSN #	
Event Commercial Number	
Entrance Fee	
Expected Attendance	

Additional Information (everything about the event – unique request requirements):

ANNOTATIONS * Many Ad Mediums are not guaranteed. Limited space availability. Outside organization may control scheduling. * Often has costs associated that may be charged to your facility. * Depending upon complexity of the project and proofing involvement, dates are not deadlines that can be guaranteed. If scheduling and workload allows, Marketing reserves the right to enhance your campaign by adding mediums to your request.

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Division Chief Signature: