

# Basic Marketing Request Form

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Fill out this template to ensure that the marketing team has all the necessary information to assess, prioritize, and execute your request efficiently.

<b>REQUESTOR'S NAME</b>		<b>DEPARTMENT</b>	
<b>CONTACT EMAIL</b>		<b>PHONE NUMBER</b>	

<b>PROJECT TITLE</b>				
<b>REQUEST DATE</b>		<b>DESIRED COMPLETION DATE</b>		
<b>PROJECT DESCRIPTION</b>				
<b>TARGET AUDIENCE</b>				
<b>KEY MESSAGES</b>				
<b>MARKETING CHANNELS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DELIVERABLES REQUIRED</b>				
<b>BUDGET</b>				
<b>APPROVAL PROCESS</b>				
<b>ADDITIONAL INFORMATION / COMMENTS</b>				

## **DISCLAIMER**

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