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**Basic Marketing Request Form**

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

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| **REQUESTOR'S NAME** |  | **DEPARTMENT** |  |
| **CONTACT EMAIL** |  | **PHONE NUMBER** |  |

|  |  |
| --- | --- |
| **PROJECT TITLE** |  |
| **REQUEST DATE** |  | **DESIRED COMPLETION DATE** |  |
| **PROJECT DESCRIPTION** |  |
| **TARGET AUDIENCE** |  |
| **KEY MESSAGES** |  |
| **MARKETING CHANNELS** | [ ]   | [ ]   | [ ]   | [ ]   |
| [ ]   | [ ]   | [ ]   | [ ]   |
| **DELIVERABLES REQUIRED** |  |
| **BUDGET** |  |
| **APPROVAL PROCESS** |  |
| **ADDITIONAL INFORMATION / COMMENTS** |  |

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