**[A blue and white sign

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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** | Enter your name. | **DEPARTMENT** | Enter your department. |
| **CONTACT EMAIL** | Enter your email. | **PHONE NUMBER** | Enter your phone number. |

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| --- | --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE** | Provide a concise project title. | | | | | |
| **REQUEST DATE** | Enter the submission date. | | **DESIRED COMPLETION DATE** | | Indicate the deadline. | |
| **PROJECT DESCRIPTION** | Briefly describe the project and goals. | | | | | |
| **TARGET AUDIENCE** | Specify who the project targets. | | | | | |
| **KEY MESSAGES** | List the main messages. | | | | | |
| **MARKETING CHANNELS** | Enter channel. | Enter channel. | | Enter channel. | | Enter channel. |
| Enter channel. | Enter channel. | | Enter channel. | | Enter channel. |
| **DELIVERABLES REQUIRED** | Detail the items needed. | | | | | |
| **BUDGET** | Include the budget, if known. | | | | | |
| **APPROVAL PROCESS** | Outline the approval chain. | | | | | |
| **ADDITIONAL INFORMATION / COMMENTS** | Add any other relevant info. | | | | | |

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