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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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