

MARKETING REQUEST FORM

Requestor:

Date Requested:

Request Needed By:

** please allow up to 72hrs to generate request.*

ITEMS BEING REQUESTED:

PRESS TO CLEAR FORM:

PRINT media

- Flyer (8.5" x 11")
- Poster (18" x 24")
- Post Card (5" x 7")
- Custom Ad
(size: _____)

DIGITAL media

- Email Blast
- Social Media
- Web Banner
- Custom Ad
(size: _____)

Name of LO's to be included in footer:

Subject of the event:

Date/Time of Event:

Event Address:

If co-branded: agent/company and contact information:

Additional text for flyer:

(if SOCIAL MEDIA):

- Facebook
- Twitter
- LinkedIn
- Other

specify dimensions

Ads

16:9

1200 x 628px

Posts

1:1

600 x 600px

LO's info:

NMLS ID:

Branch:

If there are images, photos, logos, etc. that need to be included, please provide high-resolution jpg, pdf, or eps files upon your request form submission.

- Allow up to 72 hours to generate your request once all information and materials have been received. (Same day or 24 hour turnaround cannot be guaranteed.)
- Once generated, it will be sent to you for review.
- Review completely and approve as is or send one request for all changes/modifications.
- Once approved by you, it will be sent to Compliance. (Can take up to 48 hours for review.)
- Once approved by Compliance, you will be sent the final approval request.

