

42D FORCE SUPPORT SQUADRON MARKETING ACTIVITY REQUEST FORM

Name	
Email	
Phone Number	
Activity Name	

This Project Change Authorization (PCA) adds <PCA Title> to the Statement of Work for <project name>. The scope of work is to <add a brief project description>.

EVENT INFORMATION

Event Name	
Event Description	
Event Start/End Time	
Event Cost	
Event Location	
Registration Deadline	

MARKETING MATERIAL

Please describe the marketing materials you need. (Handouts, Web, TV, Magazine)	
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SPONSORSHIP INFORMATION

Projected Attendance	
Dollar amount of sponsorship requested	
How will sponsorship money be utilized?	
Can the sponsor have a booth space at the event?	