

# Marketing Request Form

Date of Request: \_\_\_\_\_

Please use this form to request marketing assistance or materials. Complete the information below and a Marketing Department staff member will contact you in a timely manner about assistance.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Request for: (Choose Below)**

- Recruitment Flyer   
  On-Air Segments   
  Signage for Events   
  Pens/Pencils   
  Materials\*  
 Franchise Material\*   
  Other: \_\_\_\_\_

*\* Please specify if material is AJCC or ETR in the section at the bottom of the page with document number (ex: ETR GEN 101, AJCC TC 901)*

Recruiting/Hiring Company Name: \_\_\_\_\_

Supervisorial District (of Employer):   
 District 1   
 District 2   
 District 3   
 District 4   
 District 5

Date/Time: \_\_\_\_\_ Location of Event: \_\_\_\_\_

For *flyers* and *signage*, please include employer logo.   
 Logo Attached   
 Permission

Title of Position	CalJOBS #	# of Openings

**Please give additional details not included above:**

*Special requirements, what to bring, how to apply (online, website, in person), staff contact person, outreach materials etc....*