

# MARKETING REQUEST FORM

## created, reprinted and/or updated

The Marketing Department supports all our multiple departments, associations, and other business functions within the NACM Connect family. We strive to give quality marketing materials, technical support, and marketing content. In order to provide quality materials, we must have quality time to dedicate to our marketing projects.

### Factors that may affect the turnaround and completion time include:

- Scope, size, and complexity of project request
- Availability of resources and or materials
- Priorities and deadlines of all departments
- Special Event dates

### **ALL**

Two weeks for FIRST DRAFT of new projects.  
(meaning design of a project that does not currently exist).

### **Chicago Staff**

Three days for reprint requests with no changes.  
One week for reprints with changes.

### **Remote Staff** (includes time for shipping)

One week for reprints with no changes.  
Two weeks for reprints with changes.

PLEASE NOTE: The Marketing Request will **not** be initiated if all content is not included.  
Please include any sample copies or existing flyers with your Marketing Request.

# CLICK HERE TO SUBMIT REQUEST

<https://forms.monday.com/forms/4057a4532d749d7eafdf635264df2ce7?r=use1>