628 FSS/FSK MARKETING REQUEST FORM

Submit work orders no later than the first of the month prior to the event taking place. Allow 10 working days for work orders to be completed. Some work may require a longer production time. **SUBMISSION OF REQUESTS ASSUMES APPROVAL BY THE FLIGHT CHIEF OR THEIR DESIGNATE.** Submit form, along with any additional documents, to 628FSS.FSK.JBCMarketing@us.af.mil Subject line of email must include: "Workorder – Facility Name – Event Name" and Flight Chief must be cc'd.

Requesting Facility: FSR	**Date of Request:** 08/28/2026
Event/Program Title: N/A	**Date of Event/Program:** N/A
POC Name: Tawanda Moore	**POC Phone:** 963-4330

Eligibility:

☐ All DoD Card Holders ☐ Active Duty ☐ Spouses ☐ Retirees ☐ Children ☑ Other_____

Medium:	**Has sponsorship been previously requested for this event?**
☑ Web Update ☐ Print Media ☐ Photo Support	☐ Yes ☐ No

DETAILS: (Dates, times, menus, prices, RSVP's, participation requirements, everything your customer wants and needs to know! Also, include specific quantities/sizes for print media needs.)

Please remove the current forms listed below from jbcharleston.com and replace them with the attached.

SMW
628 Unit Picnic and Party Funds
Private Organization Fundraiser form.

Thank you,
Tawanda Moore

For Marketing Office Use Only/Received By/Date 07/16

Work Performed/Date	