**Advertising Request Form**

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| --- | --- | --- | --- |
| **Date of Request:** |  | **Request ID: (if applicable)** |  |

**Requester Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Department/Organization:** |  |
| **Email:** |  | **Phone:** |  |

**Campaign Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Campaign/Project Name:** |  | | |
| **Type of Advertising Requested (check all that apply):** | ☐ Print (Newspaper / Magazine) | ☐ Digital (Social Media / Display Ads) | ☐ TV/Radio |
| ☐ Outdoor (Billboards / Posters) | ☐ Other: |  |
| **Target Audience:** |  | | |
| **Advertising Objective** | (e.g., brand awareness, lead generation, sales): | | |

**Ad Specifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ad Size/Format:** |  | **Content/Message:** |  |
| **Call-to-Action (CTA):** |  | **Design/Creative Provided?** | ☐ Yes ☐ No |
| **Special Requirements:** |  | | |
| **Timeline & Budget** | | | |
| **Preferred Start Date:** |  | **End Date:** |  |
| **Budget Allocation:** |  | | |

**Approval Section**

|  |  |
| --- | --- |
| **Manager/Director Approval:** | (Signature & Date) |

**Marketing/Advertising Team Use Only:**

|  |  |  |
| --- | --- | --- |
| Request Approved: | ☐ Yes ☐ No | Notes: |