

# HealthQuest Marketing Asset Request Form

## Purpose of this form

Use this form to request any of the following:

- **Edits** to existing print or digital assets (e.g., swim lessons flyer, email update)
- **Reprints** of existing assets (e.g., rate cards, posters)
- **Creation** of new marketing assets for an **existing** program or event (e.g., poster for Les Mills launch, email for Truck Pull registration, social media post for a specialty camp)
- **Apparel requests** for staff or event use

■■ **Note:** Do not use this form for new programs, events, or services. Those requests must go through the **New Program Approval process** (see New Program Form).

## Request Details

Name/Department: \_\_\_\_\_

Program/Activity Name: \_\_\_\_\_

Program/Activity Date(s): \_\_\_\_\_ *(Specify if event dates, registration dates, or date ranges)*

Program/Activity Location: \_\_\_\_\_

Description of request (assets, apparel, changes, or additional details):

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### Asset(s) Requested (check all that apply):

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|--|---|
| <input type="checkbox"/> New print asset                                     | <input type="checkbox"/> Printed Mailer                         |
| <input type="checkbox"/> Edit existing print asset                           | <input type="checkbox"/> Email Blast                            |
| <input type="checkbox"/> Reprint existing asset                              | <input type="checkbox"/> Facility Signage (e.g., area closures) |
| <input type="checkbox"/> Poster / Internal Signage                           | <input type="checkbox"/> Post-event follow-up / thank you email |
| <input type="checkbox"/> Social Media asset (reel, story, static post, etc.) | <input type="checkbox"/> Apparel request                        |

### Print & Quantity Details (if applicable):

Posters: \_\_\_\_\_ copies

Flyers: \_\_\_\_\_ copies

Mailers: \_\_\_\_\_ copies

Other:

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**Submission Timeline:** Submit to the Marketing Director at least **30 days before** the registration opening or event date.

If additional details or discussions are needed, the Marketing Team will follow up to confirm accuracy before production.

Date Submitted: \_\_\_\_\_

### If Apparel Requested:

Item(s) needed (e.g., t-shirt, polo, jacket):

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Quantity per size (S, M, L, XL, XXL, other):

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Color(s):

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Design requirements (logo placement, text, sponsor logos, etc.):

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Deadline for apparel delivery:

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# Programming Request Form

Date Submitted \_\_\_\_\_ Programmed On \_\_\_\_\_

Department \_\_\_\_\_

Program Name \_\_\_\_\_

Accounting Group \_\_\_\_\_

Date(s) of program \_\_\_\_\_ to \_\_\_\_\_

Note any Dates this will not be held \_\_\_\_\_

Make up days/wk of \_\_\_\_\_

Time(s) \_\_\_\_\_ to \_\_\_\_\_

Pricing Info

Member \$ \_\_\_\_\_

Non Member \$ \_\_\_\_\_

Age Range \_\_\_\_\_ to \_\_\_\_\_

Max Enrollment \_\_\_\_\_

Instructor \_\_\_\_\_

Location \_\_\_\_\_

Available online  Yes  No Viewable As of \_\_\_\_\_

Online Reg date \_\_\_\_\_ to \_\_\_\_\_  
*open* *closed*

Online Description - write below or email to Program Desk

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POS Button  Yes  No