



## For Chamber Committee Chairs

### Request for Assistance from the Chamber Marketing Committee.

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- Date and Time of the Event:
- Briefly describe the event or initiative that you need help marketing (use who, what, where, why and how):
  
- Target Date for announcement of event:
- Event Deadlines:
- Who is your target audience?
  
- What sponsorships and/or partnerships are part of this event or initiative?
  
- Is there a marketing budget for this event (How much)?
  
- Define what would make this event or initiative successful:
  
- Do we have any volunteers to work with? Who?
  
- What other committees need to be contacted and how are they involved?

- Who is the contact person for more information and how can we reach them?
- Attach any current or past flyers.
- Please send your requests to [joe.warren@npgco.com](mailto:joe.warren@npgco.com)