PRPD Spring Training Webinar Series

Making the Most of Your On-Air Promotions

Sample Marketing Request Form

Thank you to Molly Davis, Assistant General Manager at WFDD for providing this Sample Marketing Request Form
Promo Order Form

I need an...
- Ad unit on the website
- Promo added to the rotation

Spot or Promo

Description (optional)

Date *

Month, day, year

Department *

Short answer text

Order Placed by *

Short answer text

Promo Name *

Short answer text

Start Date *

Month, day, year

End Date *

Month, day, year
# Broadcast Schedule - Number of Spots each day

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# Exceptions/Notes

Long answer text

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# File Name

Short answer text

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# Is the file in the Production -> Programs -> Promos folder?

- [ ] Yes
- [ ] No

After section 2  Submit form