

### **MARKETING STAFF**



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- Purchase requests
- · eSports management
- In/Out processing



Mr. Rick Teeter - Contractor

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- BYOT credit and issues
- Marketing lead to enlistment management
- 888 number management
- COI/VIP associations relations
- Business cards



SPC Morgan Berry - Social Media Specialist

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- Social media content and scheduling
- Social media management
- Social media leads
- Website and application management



Ms. Mira Sullivan - Contractor

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- Creative design
- Print Customization



PFC Kaitlyn Wills-Production

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In-House Production

#### MARKETING TERMS AND DEFINITIONS

**Banner:** Usually printed on vinyl and designed to be read from a large distance away. It can be affixed to walls, fences etc. and can be displayed inside or outdoors. Grommets are affixed as needed.

**Booklet:** More than one sheet of paper, folded in half, stapled (saddle stitched) on the fold, and printed on both sides. Booklets can't be produced in-house and are produced outside the department in bulk. They are distributed to the field and individual requests can't be honored.

**Brochure:** One sheet of approximately 8.5" x 11" paper, usually folded in thirds (trifold), and printed on both sides. Brochures can't be produced in-house and are produced outside the department in bulk. They are distributed to the field and individual requests can't be honored.

**Digital Request:** Marketing request that requires design work, but does not need to be physically produced. Examples are an ad for a web site, E-flier, or something to post on Social Media.

**Engraving/Award Request:** Marketing request for engraving on a custom size plate using the verbiage you provide. Small plaques are also available to affix the plates to or engrave directly on. If a "laserable" plaque or award is provided, we can do engraving directly onto that substrate (glass, acrylic, marble, wood etc.).

**"Flier" or "Flyer":** 8.5" x 11" or smaller sheet of paper, one-sided advertising to hand out or display. Fliers are not folded or stapled.

**Large Format Print:** A product produced on the large format printer that is not a banner, retractable, or window vinyl. Maximum size is 50" for one dimension. These are printed on rolls of paper, vinyl, fat head material, or adhesive vinyl.

Poster: 11" x 17" sheet of paper, one-sided advertising to display.

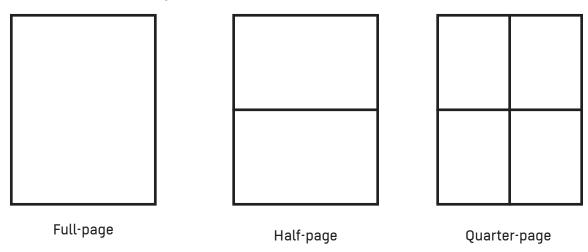
**Print Request:** Marketing request used to request items to be produced in-house and does not cost money other than internal resources.

**Purchase Request:** Marketing request to purchase items, advertising, or other items that require a purchase using the Government Purchase Card (GPC). Creative or print requirements may be included in a purchase request if needed.

**Window Vinyl:** Advertising or design on perforated vinyl that is designed to affix to the inside or outside of windows that allow visibility to the outside, but not to the inside (one-way vision). Max length of one dimension is 50" for in-house printing. Anything larger must be outsourced.

## IN-HOUSE PRODUCTS (You can order these on a print request)

Flyers: Flyers are printed on a sheet of 8 1/2" x 11" "copier" paper or heavier card stock. The production of fliers are limited to 100 sheets of paper. Therefore, a run of full-page fliers is a maximum of 100 fliers. However, you can have 200 half-page fliers (still 100 sheets - get it?), or 400 quarterpage fliers. Fliers have a fairly quick turn around and are the easiest to produce.



Posters: Posters are printed on a sheet of 11" x 17" "copier" paper or heavier card stock. The production of posters is limited to 50 for "copier" paper and 25 for card stock. Posters have a fairly quick turn around and are pretty easy to produce.

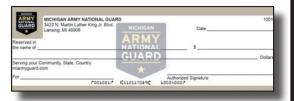
Hanging Banners: Banners are printed on vinyl rolls that are about 50" wide so we can print them to specific sizes. However, typically banners have a 2:1 ratio for WxH. For example, sizes are typically 6'x3' or 8'x4'. We also affix grommets to specification. Banners are maxed at 3 per recruiter per year. They can take a while to produce as we can only make one or two at a time and takes up all of our space in the production area.

Fat Head/Large Prints/Window Vinyl: We have "low-tac" vinyl to place on walls and perforated window vinyl. Window vinyl works best if the image side has more light than the non-image size. It causes a "one-way window" effect where you can see out, but can't see in. These are on rolls that are 50" wide so if your window or the size you want is bigger than that, we can't do it in-house. We also have rolls of paper that we can cut and fit into poster frames (you or supply provide the frames).

## IN-HOUSE CREATIVE (You can order these on a print or purchase request)

If you have an opportunity to advertise on a web site, in a program, school, or ad space and you DON'T need it printed, we can design this for you for use in your advertising. These are fairly quickly turned around, and are usually emailed directly to you or to the vendor/school that will display your ad. If this ad cost money, it is a purchase request. If not, it is a print request. Just note that this is creative only and doesn't need to be printed in your request. Include any specs for the design (pixels per inch, size, file format needed, etc.).

#### MONEY



Vanity Check (17x5.5) Catalog # MCHECK1

#### SUPPORT

Meet the Guard/Guardex Invitation Catalog # SINV1 Counselor SCECH Training Catalog # SSHSC1





Indoor/Outdoor Banner (8' x 4')
Catalog # SSB1

## **BANNERS**

General Education Banner
Catalog #EGB1

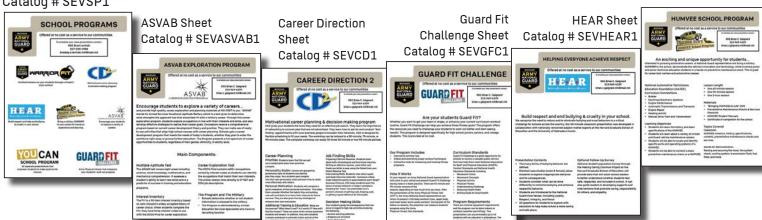




School Programs Sheet Catalog # SEVSP1

# **SCHOOL ENTRY VEHICLES**

HUMVEE Sheet Catalog # SEVHUMVEE1



WarriorFit Sheet Catalog # SEVWF1





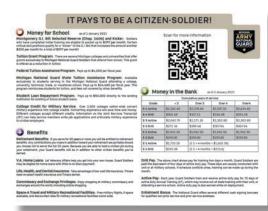
SEV Request Card Catalog # SEVRC1

# Mass Flyers













### **Mass Posters**



