Event Flyer Submission Form

Every attempt will be made to satisfy all requests, however, the regular MCCS marketing workload will take priority. We reserve the right to edit all announcements. Please submit your request via email to your respective MCCS Coordinator.

6 WEEKS' ADVANCE NOTICE IS REQUIRED!

| MCAS Beaufort | | MCRD Parris Island |
|-----------------------------------------|--------------------|----------------------------------------|
| Lisa Traver | | Leigh Baez-Thoman |
| Tel: 843-228-6141 | | Tel: 843-228-1662 |
| Email: <u>lisa.traver@usmc-mccs.org</u> | | Email: leigh.baez-thoman@usmc-mccs.org |
| Unit/Battalion: | | |
| Event Title: | | |
| Date: | | |
| Time: | | |
| Location: | | |
| Details: | | |
| | | |
| | | |
| | | |
| Point of Contact: | | |
| Point of Contact Phone Number: | | |
| Point of Contact Email Address: | | |
| Installation: MCAS Beaufort | MCRD Parris Island | |