



## Channel Event Marketing Package Process

- All request should be sent to Raquel via email at least 10 business days prior to when the package is needed
- All request should include all of the information within the “Request Template” outlined down below
- All signage must be returned to sender within 48hrs of the completion of the event using the prepaid shipping label provided
  - Note, prepaid return labels will be provided in all packages that have branded signage

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### Request Template:

(Copy and paste the below into all new request - this makes it quick and easy)

- **Date of event:**
- **Type of event:**
- **What is needed:**
  - Banner (yes or no)
  - Promo items (yes or no)
    - If yes, how many people are you expecting
  - Marketing Material/product slicks (yes or no)
- **Shipping Info:**
  - Company Name – if applicable
  - Contact Name
    - Shipping address
    - Contact phone number
- **Misc. Notes/comments** – if applicable

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### Request Fulfillment Process

- Request will be acknowledged within 24hrs
- Package will be prepared and shipped from one of several distribution points
  - Note that inventory will be tracked closely to ensure the needs of the business is met (*who has what and where*)
- Shipment details, tracking info and expected delivery date will be provided to the requestor within 48hrs of shipment

### Important things to note:

- Channel distribution points can't accommodate:
  - Request for promo items greater than 30. If more than 30 items are needed at once, the fulfillment process is different and requires a 3 week notice (*purchase process & approval is required*)
  - Request that require delivery within 48 hours
- Any special request that fall outside this process should be submitted to Raquel