

# MCCS AUTHORIZATION FORM

FOR MARKETING REQUESTS GIVEN LESS THAN 30 DAYS NOTICE

Your Name:		Event Date:	
Division/Department:		Event Time:	
Event/Program:		Your Phone Number:	

## EVENT DESCRIPTION

*Briefly describe the event, what it is and what its purpose is.*

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## JUSTIFICATION FOR LATENESS

*Briefly describe the reasoning behind why the Marketing Request is being submitted with less than 30 days notice.*

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## TERMS FOR THIS AUTHORIZATION

With less than 30 days notice from the date of the marketing request submission and approval of the Directorate, a minimal digital campaign will be created and published.

Approved by:

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Print Deputy A/CS First & Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature