

39 FSS Marketing Timelines

Submission Date	YES	NO
<p>3 Months prior to event</p>	<ul style="list-style-type: none"> ✓ Printed Posters ✓ Digital Posters ✓ Web Banner ✓ FSS App Notifications (multiple) ✓ Splash Page ✓ Base Wide Email ✓ Web Events Page ✓ Facebook and/or Instagram Posts (multiple) ✓ FSS Google Calendar ✓ AFN Support 	
<p>1 Month prior to event</p>	<ul style="list-style-type: none"> ✓ Splash Page ✓ Base Wide email ✓ FSS App Notifications (2 max) ✓ Web events page ✓ Facebook and/or Instagram Posts (2 max) ✓ FSS Google Calendar 	<ul style="list-style-type: none"> X Printed posters X Digital posters X Web banner
<p>10 Business Days prior to event</p>	<ul style="list-style-type: none"> ✓ Web events page ✓ One Facebook and/or Instagram Post ✓ One FSS App Notification (day of the event only) 	<ul style="list-style-type: none"> X Printed posters X Digital posters X Web banner X Early FSS App Notifications X Splash Page X Base Wide email X FSS Google Calendar

- All requests must be submitted thru Monday.com. Contact Marketing for links and access.
- All announcements, advertising, and graphic design will be created/posted by Marketing Office.
- FSS Special Events will be added on ABW Strategic Calendar by Marketing Office.
- Marketing Office prioritizes and utilizes all above media & venues for all received requests/orders.
- You can review the status of your request/order, see drafts, make updates/changes to your request on [Marketing Request Log](#). Contact Marketing for links and access.
- **FSS Social Media Guidelines;**
 - No new social media accounts/pages/groups will be created without coordinating with Marketing Office.
 - Marketing Office will post your events/specials/info on FSS Facebook page.
 - No posts/shares of FSS info on Incirlik 411 page allowed. Source of FSS info will be 39 FSS Facebook page only.