

39 FSS Marketing Timelines

Submission Date	Support Provided	MAYBE	Support NOT Provided
2 Months before the event	<ul style="list-style-type: none"> ✓ Electronic Posters ✓ A Base-wide e-Mail (Sent out close to the event date) ✓ Facebook and/or Instagram Posts (multiple) ✓ FSS Events Calendar ✓ AFN-FSS TV Channel Slide ✓ Roadhouse Table Mats (provided to the event date) 		
1 Month before the event	<ul style="list-style-type: none"> ✓ A Base-wide e-Mail (in the event week) ✓ Facebook and/or Instagram Posts (multiple) ✓ FSS Events Calendar 	<ul style="list-style-type: none"> X <i>Electronic Posters (depending on workload)</i> X <i>AFN-FSS TV Channel Slide (depending on workload)</i> X <i>Roadhouse Table Mats (depending on workload)</i> 	
10 Business Days before the event	<ul style="list-style-type: none"> ✓ One Facebook and/or Instagram Post ✓ FSS Events Calendar 		<ul style="list-style-type: none"> X Electronic Posters X Base-wide e-Mail X AFN-FSS TV Channel Slide X Roadhouse Table Mats

- Marketing Office prioritizes and utilizes all above media & venues for your requests.
- All announcements, advertising, and graphic design will be created, posted, and published by Marketing Office.
- All requests must be submitted thru a [Marketing Request form](#). ← Click here
- Verbal requests, WhatsApp, or text messages are not official channels for your requests and won't be accepted until we receive your official request.
- You can check the status of your request, see drafts, send updates/changes thru the [Marketing Request Log](#). Contact Marketing staff for access to the Request log.
- You must get your Flight Chief approval for your events and event graphics.
- **39 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 the official FSS Facebook/Instagram pages.
 - No posts/shares of FSS info on Incirlik 411 page allowed. Source of FSS info is 39 FSS Facebook page only and Marketing will share necessary updates on Incirlik 411 page.