



DeCA Marketing Support Request – Industry

VERSION: 05142026

General Information

Promotion Name:			
Requested By:			
Email:			
Phone:			
Regional Promotion Area:			
Date Submitted:	NOTE: Submissions must be received 30 days prior to the start of the promotion.		
Promotion Start:		Promotion End:	

Promotion Description

Requested Level of Support (Select all requested assets that apply)

Social Media (Social Channels)

<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Instagram	<input type="checkbox"/>	Pinterest
Recommended Social Media Headline:							
Handles (List all that apply)				#Hashtags (List all that apply)			

Other

- Website (Commissaries.com)**
Any contests with 3rd party websites must not collect consumer information for sale or sharing. Prizes, coupons or gift cards must benefit our customers directly and cannot promote off-installation retailers.
- News Release**
Check this box if you wish DeCA to include this promotion in its promotion news release – generally in line with DeCA's display period promotions. DeCA reserves the right to edit content.

All graphics must include the DeCA Commissary logo and must be equal to or greater in size than the vendor logo. In addition, the following disclaimer must be included on the graphic in legible copy: The appearance of the U.S. Department of War (DOW) or Defense Commissary Agency (DeCA) visual information does not imply or constitute endorsement. Any applicable handles or hashtags must be provided. DeCA reserves the right to edit content to meet sizing and Agency requirements. Frequency of posting and platform designation shall be determined by DeCA. Content with image(s) of children will not be published. The submitter assumes the royalty cost and licensure responsibility for use of any content or wording. By submitting this form, the vendor releases DeCA from any copyright infringement.



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DESIGN SPECIFICATIONS

Social Media

Facebook, Twitter and Instagram

1080W x 1080H (in pixels)

Pinterest

1000W x 1500H (in pixels)

QUALITY: 96 DPI

ACCEPTABLE FORMATS: JPG only

Website

Commissaries.com

300W x 167H (in pixels) **OR** 1200W x 100H (in pixels)

QUALITY: 96 DPI

ACCEPTABLE FORMATS: JPG only

URL: Please provide a Unit Routing List (URL) on where you want to send customers to.

Please submit requests to:

deca.lee.hq.mbx.marketing-support@mail.mil