

HamptonGolf

WORKING WITH THE MARKETING TEAM



1. SUBMIT YOUR REQUEST

www.hampton.golf/marketing

Complete the online request form; include as many details as possible. Be sure to attach event menus, images, or any other files that may be helpful to the Marketing Team. Click "SUBMIT".



2. RECEIVED & ADDED TO QUEUE

You will receive an automated email confirming that your request has been added to the Marketing Team's project queue, which provides an estimated turn-around time for an initial proof. If you have any changes to your request after it has been submitted, email: marketing@hampton.golf



4. INITIAL PROOF & REVIEW

Once the design is ready, you will receive an initial proof to review. Be sure to review carefully and respond with ALL changes that are needed. Otherwise, please respond with your approval.



3. DESIGN

The Design Team will review all details provided and develop the overall layout and production design for flyers, menus, email imaging, advertisements, brochures, signs/banners, and more.



5. COMMUNICATIONS

Once we have received your final approval, the project is passed to the Communications Team to ready for distribution. When applicable, you will receive a preview of the scheduled communication, along with the distribution date and times.



6. SOCIAL MEDIA

When applicable, the Social Media Team will schedule posts on the club's social media pages, create events, monitor activity and engagement, organize marketing campaigns, and update club information.



8. COMPLETE

Project is marked as "complete" and removed from the Marketing Team's project queue.

Please note: If there are any changes after your "final approval" was given, please email marketing@hampton.golf. The project will be added back to queue for repeated steps 2 - 8.



7. WEBSITE UPDATES

When applicable, upcoming events, updated menus, hours of operation, and general club information will be added to the club's website. For specific website updates, please email: marketing@hampton.golf.