





Successful communication is the result of successful teamwork!

REQUESTED BY:				
REQUEST FOR:				
☐ LATAM Airlines ☐ Preferred Partners Club				
LANGUAGE: (Mark all that apply)				
☐ English ☐ Spanish ☐ Portuguese				
TARGET AUDIENCE: (Who are we talking to?)				
☐ Corporate ☐ Tourism ☐ Ethnic ☐ Trade ☐ End Consumer ☐ All				
REQUESTED ASSETS: (What type of assets do you need?)				
A) Is the asset you are requesting:				
☐ New ☐ Existing piece				
If you need an existing piece, please go to http://latamairlinesmarketing.com				
B) Type of asset you need*:				
TV Spot 15 Sec. 30 Sec.				
Radio Spot				
Video Corporate Video Internal Video				
Out Of Home (OOH)				
□ Newspaper Ad □ Magazine Ad □ Brochure □ Postcard				
☐ Presentations ☐ Flyer ☐ Static Banners ☐ eDMs				
eCards Dynamic Banners Videos				



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vide details of selected	d option (Requirements such a	as size, specs, etc.)
oduction Material aver	rage time	
/ Spot - 45 Days adio Spot - 15 Days	E-flyers - 5 Days Flyers - 7 to 14 Days	Banners - 7 Days Brochures - 14 to 30 Days
CKGROUND: (Short des	cription of your project)	
ommunication object anding, Network, Trainin		the project? e.g.: Promote Product,
O E BUSIN		



MARKETING



KEY MESSAGES TO COMMUNICATE: (Indicate the single most important message you want your audience to get from this piece or additional messages you want to communicate.)
EXPECTED RESPONSE FROM TARGET ONCE EXPOSED TO THIS COMMUNICATION: (What do we want people to think or feel after experiencing the advertising?)
DISCLAIMERS: (To be completed by Marketing unless it is a Promotional Fare, including communication obligations and restrictions)
IMAGERY: (Any special images requested or excluded. e.g.: picture of product, destination, map, etc.)
CALL TO ACTION: Mark all that Apply LATAM.com Travel Agencies 1.866.4359.526 None of the above Other (Explain)
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TIMELINE:	
Due Date¹:	
Indicate major milestones (when files need to be sent to press; production deadline; delivery to sources, etc.)	
SHIPPING INFORMATION:	

¹Please note that Print Production requires 14 days and email communications 7 days together with additional legal approval

The Steps To Create a Good Asset



