

Program Information Form

To request approval for your promotional material, complete the form below and submit it to approvals@ngc-group.com along with all required creative materials.

*This form must be completed before any collateral is sent to retailers for approval.
Please allow 7-10 business days for each round of review.*

Company Contact Information:

Company Name

Date Request Submitted

Customer Phone
Number

Approval Deadline

Account Manager

Contact Name

Projected Gift Card
Volume

Contact E-mail Address

Projected Total Dollar
Value

Program Information:

Program Name:

Gift Card Type:

Promotion Dates:

*Leave blank if the program
is ongoing*

[Start Date]

[End Date]

**How will you be using
gift cards?**

How is your program structured?

How/ Where will the gift card offer be advertised?

Who is the target audience?

How many people will see this offer?

Is there a limited quantity of gift cards for this program?

Description of customer experience:

How will NGC be shipping the cards?

If you will be sending the cards out, please include a copy of the carrier/ e-mail for approval

Which retailer(s) are you seeking approval from?