

Marketing and Communications Request

Please fill out all relevant fields below for event, workshop, training or tool promotion.

EVENT / LAUNCH DETAILS

NAME?

DATE?

TIME?

DESCRIPTION?

VIRTUAL? *Link:*

IN-PERSON? *Physical address:*

Target Audience?

Target # Participants?

Registration Fee?

Registration Opens?

Registration Closes?

GRAPHICS NEEDED (select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Branded digital header - eblast | <input type="checkbox"/> Branded digital header - Facebook event or post |
| <input type="checkbox"/> Branded digital header - Instagram post | <input type="checkbox"/> Branded digital header - Webpage |
| <input type="checkbox"/> Branded digital header - Digital screen | <input type="checkbox"/> 8.5" x 11" Flyer |
| <input type="checkbox"/> Printed postcard (CFS needed) | |

MARKETING CONTENT NEEDED DEADLINE?

- | | |
|--|---|
| <input type="checkbox"/> Webpage update | <input type="checkbox"/> Cvent registration "Go Live Date?" |
| <input type="checkbox"/> URI Eblast | <input type="checkbox"/> Graphics (Headers, Flyer, etc.) |
| <input type="checkbox"/> URI Event Listing | <input type="checkbox"/> Facebook Event Listing |
| <input type="checkbox"/> Listing on external digital calendars | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Facebook / Instagram posts | |