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)

- Branded digital header - eblast
- Branded digital header - Instagram post
- Branded digital header - Digital screen
- Printed postcard (CFS needed)
- Branded digital header - Facebook event or post
- Branded digital header - Webpage
- 8.5” x 11” Flyer

MARKETING CONTENT NEEDED DEADLINE?

- **Webpage update**
- **URI Eblast**
- **URI Event Listing**
- **Listing on external digital calendars**
- **Social Media (Facebook, Instagram, LinkedIn)**
- **CVent registration “Go Live Date?”**
- **Graphics (Headers, Flyer, etc.)**
- **Facebook Event Listing**
- **Press Release**