

Promotion Request Form

Contact Information of Submitter: Name _____

Email _____ Phone _____

Is this for a specific group? Y N If Yes, which group (i.e. MOST, Session) _____

Places you wish promotion to run (please select one or more):

Email Newsletter

Bulletin

Website

Facebook

YouTube

Preferred date(s)*: _____ (Items will be run in the bulletin
no more than 3 weeks)

Article text for Email Newsletter ("News You Can Use") or bulletin (Office Manager reserves the right to edit if necessary, if more space is needed please attach file):

Social Media/ website Post text: (6 sentences max- Social Media Manager reserves the right to edit if necessary):

Do you have a graphic or image for this posting? No____ Yes____ (if yes, please attach file)

Do you need a graphic made for this? No____ Yes____ (if yes, please describe)

Do you prefer a video post? No____ Yes____

If Yes, please select an option

I have a video ____ (please attach file)

I need to record a video____ (provide 2 available dates and times for recording)

Any special instructions for Office or SM manager:

*Please note date requests are subject to available space and may be changed at the discretion of the Office Manager or Social Media Manager. Requests received after the following deadlines will be run in the next available edition or on the next available date:

Social media & website deadline: at least one week prior requested date

Bulletin deadline: 4 pm Tuesday

News You Can Use deadline: 12 pm Wednesday