



Event Promotion Request Form

Event Name: _____ Date: _____

Location: _____ Time: _____

Coordinator: _____ Phone(s): _____

Email: _____

Description: _____

Target Audience: _____ Ages: _____

Is the event... Public? Y N Free of Charge? Y N

Cost: _____ Ticketing Info: _____

Childcare Provided? Y N Cost for childcare? Y N Cost: _____

Promotion Options: (up to 12 weeks notice required) Promotion Dates: _____

Radio stations: _____

Newspapers: _____

TV Stations: _____

Social Media (time & increments): _____

Periodicals: _____

Other Print: Flyers Posters Banners Postcards Doorhangers Invites

Qty (each): _____

Description (or attach a sample): _____

Mailouts....already have a contact list? Y N # Contacts: _____ Budget: _____

Notes: _____

I understand that I am requesting promotional support for an upcoming event and that advertising is subject to funding and promotional resource availability. I also understand I will be expected to provide input on and give final approval for all promotional materials prior to purchase and or printing.

Signature: _____ Date Submitted: _____