

# PTO MARKETING REQUEST

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE/TEXT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- PHOTOGRAPHY NEEDED
- GRAPHIC DESIGN NEEDED
- VOLUNTEERS NEEDED (Sign Up Genius Link: \_\_\_\_\_)
- WEBSITE (BEGIN DATE: \_\_\_\_\_)
- ENEWSLETTER:     Friday before     Two Fridays Before     Other
- FACEBOOK (DATES : \_\_\_\_\_, \_\_\_\_\_)  TWITTER (DATES : \_\_\_\_\_, \_\_\_\_\_)
- MARQUEE (BEGIN: \_\_\_\_\_)  LOBBY FLYERS (BEGIN: \_\_\_\_\_)
- BACKPACK FLYERS (DATE: \_\_\_\_\_)     Youngest Count     All Students     Staff Only
  
- BANNERS AND POSTERS    (BUDGET: \$\_\_\_\_\_ )    (HANG DATE: \_\_\_\_\_)  
SMALL BANNER (QTY: \_\_\_\_\_)    LARGE BANNER (QTY: \_\_\_\_\_)    POSTER (QTY: \_\_\_\_\_)
- I have emailed artwork mktg@sskypto.com     I plan to email artwork mktg@sskypto.com
  
- OTHER MARKETING REQUESTS:

EVENT TIME AND LOCATION: \_\_\_\_\_

DESCRIPTION OF EVENT *(Will be edited to suit format):*

*Questions? Contact Amanda Stefansson, Marketing Chair: marketing@sskypto.com (480) 236-1213*