

**SOCIAL MEDIA REQUEST FORM**

<b>REQUEST FROM:</b>		<b>NAME</b>	<b>EMAIL</b>
<b>CAMPAIGN /EVENT GOAL</b>			
WHAT THE CAMPAIGN/EVENT WANTS TO ACHIEVE			
WHERE IS YOUR CAMPAIGN/EVENT TAKING PLACE?	<b>CAMPUS</b>	<b>BUILDING, ROOM</b>	
WHY SHOULD PEOPLE ATTEND?			
WHO IS YOUR AUDIENCE? PLEASE BE SPECIFIC (i.e. current MC students, potential students, community members, etc.)			
PLEASE LIST COSPONSOR & THEIR SOCIAL MEDIA HANDLE (include social media channel for handle)	<b>COSPONSOR(S)</b>	<b>HANDLE(S)</b>	
PLEASE INCLUDE A DESCRIPTION OF YOUR EVENT. This would be what someone would read about your event in a social media post. (Note: <i>Your content may be edited due to space limitations and readability.</i> )			
<b>DATES OF CAMPAIGN</b>			
DATE OF EVENT (please include if there are multiple dates)			
IF YOU INTEND TO DIRECT VIEWERS TO A WEBPAGE, PLEASE COMPLETE THIS BOX.			
<b>PHOTO &amp; FINAL STEPS</b>			
<b>ATTACH YOUR HIGH-RES PHOTO WITH THIS DOCUMENT IN YOUR EMAIL.</b> Do not embed a photo into a Word document. Flyers will only be used for informational purposes, not as photos.	<b>Photo Release Form Is Attached.</b>		
	Send to <b>Stephanie.Krasnoff@montgomerycollege.edu</b>		