**Event Marketing Request Form**

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| --- | --- | --- | --- |
| **Organization/Department Name:** |  | | |
| **Requested By:** |  | **Email/Phone:** |  |
| **Date of Request:** |  |  |  |

**1. Event Details**

|  |  |
| --- | --- |
| **Event Title:** |  |
| **Event Type:`** | Conference / Webinar / Product Launch / Workshop / Trade Show / Other) |
| **Event Date(s):** |  |
| **Event Location:** |  |
| **Target Audience:** | (e.g., professionals, students, customers, partners) |

**2. Marketing Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Marketing Channels Needed:** | [ ] Social Media Promotion | [ ] Email Marketing Campaign | [ ] Press Release |
| [ ] Website Updates | [ ] Flyers/Posters | [ ] Paid Ads (Google, Facebook, etc.) |
| **Key Messages/Theme:** |  | | |

**3. Content & Creative Needs**

|  |  |
| --- | --- |
| **Graphics Required:** | (Logo, Banner, Poster, Social Media Images, etc.) |
| **Copywriting Needs:** | (Taglines, Event Description, Invitations, etc.) |
| **Video/Multimedia Required:** | Yes / No |

**4. Timeline & Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred Launch Date for Promotion: |  | Final Deadline for All Marketing Materials: |  |

**5. Approval**

* **Department Head/Manager Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_