

Social Media Request Form

Please be advised that you **MUST** give the marketing team **AT LEAST 2 DAYS** before you begin your event. Any Social Media Request Forms that are submitted after the 2 Days Mark **WILL BE SUBJECTED TO DISAPPROVAL.**

Contact Name: _____

Department: _____

Phone: _____

Email: _____

Whats the post for? : _____

Post Date: _____

Location or Website link : _____

Time of Post: _____

Caption for Post

*Note***If you happen to have a lengthy/complicated request, please be advised that the marketing team will be emailing you to schedule a meeting to discuss your needs further in detail.*

PROMOTIONS & DESIGN

Facebook: Y____N____

Instagram: Y____N____

Twitter: Y____N____

Website: Y____N____ Where On Website: _____

^^this information helps us out alot (please fill it out)

Notes: _____

Other: _____

YOU MUST SEND ALL ATTACHMENTS TO THE EMAIL THAT CONTAINS THIS REQUEST FORM. FAILURE TO DO SO WILL SLOW DOWN THE PROCESS SUBSTANTIALLY!

Please email or text this form (as a pdf) to the Director of Marketing!

Contacts

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