## FILE

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## Media & Flyer Requisition

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requestor Information | | | | | | | | | | | | |
| Requestor Name: | |  | | | | | | | | |  |  |
| Program: | |  | | | | | Request Date: | |  | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Email: |  | Phone # : |  | | | | | | | | | | | | | |
| |  |  | | --- | --- | | When is the flyer needed? (Must be at least 3 weeks prior to event): |  | | | | | | | | | | | | | |
| Are logos needed on this flyer? (Please check all that apply)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | NWSISD Logo |  | Program Logo |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Event Information | | | | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Description of Event (Please include outcomes, purpose and participant take away):   |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  |  | |  |  | |  | | | | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Date: |  | Time: |  | | Location: |  | Sponsored By: |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Attendance Information | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Who is this event for? |  | Students |  | Educators | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | RSVP? |  | Yes |  | No | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Eventbrite? |  | Yes |  | No | | | | | | | | | | | | | | |
| RSVP by date: |  | | | | To Whom: | | |  | | | | |
| : By: | | | | | | | | | | | | |
| Media | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Do you need media at this event? |  | Yes |  | No | | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Post on NWSISD website? |  | Yes |  | No Program Page or Web Page (circle one) | | | | | | | | | | | | | |
| Advertise in Connecting Innovators? | | |  | Yes | |  | | No | |
| |  |  | | --- | --- | | Post by Date: |  | | | |  |  | |  | |  | |
|  | | |  |  | |  | |  | | | | |
| Confirmation of Approval/Non-approval | | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Approved: | |  | Yes |  | | No | | | Signature of Executive Director: |  | | | | Date: |  | | | | | | | | | | | | | |