## FILE

##

## Media & Flyer Requisition

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| --- |
| Requestor Information |
| Requestor Name: |  |  |  |
| Program: |  |  Request Date: |  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Email: |  |  Phone # : |  |

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|  |  |
| --- | --- |
| 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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|  |
|  |
| Event Information |
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| --- | --- | --- | --- | --- | --- | --- |
| Description of Event (Please include outcomes, purpose and participant take away):

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| --- | --- | --- | --- |
| Date: |  | Time: |   |
| Location: |  | Sponsored By: |  |

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|  |
| Attendance Information |
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| --- | --- | --- |
| Who is this event for? |[ ]  Students |[ ]  Educators |

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| --- | --- | --- |
| RSVP? |[ ]  Yes |[ ]  No |

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|  |  |  |
| --- | --- | --- |
| Eventbrite? |[ ]  Yes |[ ]  No  |

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 |
| RSVP by date: |  | To Whom: |   |
| : By: |
| Media |
|

|  |  |  |
| --- | --- | --- |
| Do you need media at this event? |[ ]  Yes |[ ]  No |

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|  |  |  |
| --- | --- | --- |
| 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 |
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|  |  |  |
| --- | --- | --- |
| Approved:  |[ ]  Yes |[ ]  No |
| Signature of Executive Director: |  | Date: |   |

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