Date _____

COMMUNICATIONS REQUEST FORM

Please complete this form to submit a request to promote upcoming events with DQN. All submissions are subject to approval. Please fill in each line. Use NA if the question does not apply.

Please publish the following information in (select all that apply):

Website ☐ Email ☐ Chat ☐ Social Media ☐

	Requestor	
	Email Address & Phone Number	
	Name of Event/Topic	
	Date of Event	
	Event Start Time	
	Event End Time	
	Event/Topic Description (This wording will be the text to be used in the communication.) Limit to about 3-4 sentences.	
	Event Location	
	Cost	
	Registration deadline	
	Maximum # of enrollees	
	Link to registration/information form	
	Date you want the email sent or item posted	
	Please email any clip art or photo you would like included. Make sure it is copyright-free to be used. Provide the source.	

Date _____

	Include links to video you would like included. Vimeo, YouTube or Wistia are supported.	
	Who do you want it sent to? Include an Excel spreadsheet if it is a specialized mailing (include first name, last name, email).	
	Do you want any documents included? Attach a Word doc or pdf.	
	Is this a class? Be sure to have a separate sheet for the Supply List.	
	Do you want the responses sent to you? If so, specify email address. If it is a new email request, you will receive a request to verify that address.	
	Do you want the email posted to Social Media (Facebook/Instagram)?	
	Add any additional information here or attach it to your email. If you will be using volunteers, make sure to contact volunteers@dqnv.org.	

Save this form with a name that identifies the content and includes a date, and email this completed form to communications.janine@dqnv.org and webmaster.lana@dqnv.org. Allow 10 days for your request. If it is an email, you will be sent a "Test" email for you to review. If you do not respond to this test email within 24 hours, the Communications Chair will determine if the email will be sent.

Have you answered every question? Does your request answer ALL the 5 Ws?
Who – Who is involved?
What – What is happening?
When – When will it happen?
Where – Where will it happen?
Why – Why is it happening?
And don't forget **How**!