

PROMOTE@SCHOOLCRAFT.EDU

HAVE AN EVENT TO SHARE?

Copy and paste the event URL here: _____

Name of Event: _____

Date: _____ Start/End Time: _____

Location: _____ Cost: _____

☐ Public Event ☐ Students Only ☐ Other _____

- Requests **MUST** be received at least **four weeks prior to the event date** to allow for optimal promotion.
- Along with this form, please attach any supporting materials for your event including: photos, flyers, etc.
- Your event **MUST** be on the **Schoolcraft College events calendar** *before* it is promoted.
Contact your department supervisor (web content manager) to ensure that it is on the calendar.
- Please submit this completed form to **promote@schoolcraft.edu** so we can use our resources to help make your event a success!

HAVE GOOD NEWS TO SHARE?

If you have information on any student or faculty-related achievements, awards, community service project or other announcements, let us know! Attach any supporting materials (photos, flyers, web links, etc.)

Name: _____ Date (if applicable): _____

Award Name: _____ Service Project: _____

Describe: _____

INTERNAL CONTACT INFORMATION

We **must** have your **contact information** in case we need to get in touch with you in regard to promoting your event/news item.

Name: _____ Email: _____

Phone: _____

QUESTIONS?

Contact Marketing & Communications at promote@schoolcraft.edu or 734-462-4463.

Send a separate form for each request.

For printed promotional materials and/or graphic design, contact the Duplication Design Center at ddc@schoolcraft.edu or 734-462-5314.



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