

Student Club Marketing Materials Request Form

Please complete this form to request marketing materials for your club if you are UNABLE to complete the request yourself on WorkZone.

Submit this completed form to the Coordinator of Student Onboarding and Organizations, Miranda McDowell, at mmcdowell@kvcc.edu **at least 30 days in advance of the event/meeting you are wanting to promote.**

1. Club Information

- Club Name: _____
- Club Advisor/Student Leader: _____
- Valley Email Address: _____
- Phone Number: _____

2. Marketing Material Details

- Type of Material Requested (check all that apply):
 - Flyers (8.5" x 11")
 - Posters (11" x 17")
 - Campus TV Monitors
 - Social Media (Instagram and Facebook)
 - Other (please specify): _____
- Quantity Needed (max 30 prints): _____
- Design Specifications or Requirements (include any text, logos, colors, etc.):

- Target Audience: _____

3. Event or Promotion Details

- Event/Promotion Name (if applicable): _____
- Event/Promotion Date(s): _____
- Event/Promotion Time(s): _____
- Event/Promotion Location (if applicable): _____
- Brief Description of Event/Promotion: _____
- Cost of attendance: _____

4. Submission Details

Attach any logos, images, or existing design files that should be included.

5. Deadline- **Submit this form to the Coordinator of Student Onboarding and Organizations at least 30 days in advance of the event/meeting you are wanting to promote.**

- Date by which materials are needed (should post materials 1-2 weeks prior to the event/meeting you're promoting): _____

6. For Office Use Only

- Request Received Date: _____
- Materials Approved:
 - Yes
 - No
- Materials Ordered/Created By: _____
- Date Materials Were Completed: _____