**Student Send-Off 2018 Event Marketing Request Form**

*Please fill this out at least 7 weeks before the chapters’ event and submit to Megan Yeager at* *megan.yeager@texasexes.org**. Asterisk indicates required fields.*

1. Chapter requesting\*:
2. Event\*:
3. Description\*:
4. Is the event invite only?\*
5. Date\*:
6. Time\*:
7. Presenters:
8. Location\*:
9. Address\*:
10. Map Link
	1. enter the link to any online map you’d like to include
11. Parking\*
	1. enter any relevant parking information, including suggested lots, etc.
12. Refreshments\*:
13. Registration\*:
	1. How should recipients contact the chapter if they have questions?
14. Registration Deadline\*:
15. Questions\*:
16. Signature\*:
	1. From whom should communications be sent? (The chapter? A chapter leader?)
17. Communication Requests\* *Select from the following:*
	1. Invite – email
	2. Registration confirmation -email
	3. Registration reminder – email
	4. Registration reminder – call project
	5. Reminder to attend – email
	6. Reminder to attend – call project
	7. Thanks – email
	8. Thanks – call project
* please list the suggested dates to send out the invite, registration, attendance reminder, and thank you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Survey Link (follow-up survey, if any):
2. Additional details – include any details you’d like to provide that are not addressed elsewhere in this form
3. Invite Pool
	1. Would the chapter like to invite students who live only in the chapter zip codes?
	2. Does the chapter want to invite students out of their zip codes? If so, please list surrounding areas by zip, city name, high school, or county.
	3. Invite admitted and current students or admitted only?
4. Capacity
	1. Is there a capacity on the venue? If so, please list the number.
5. Number of Guests
	1. How many guests can the student bring?
6. Event contact
	1. Name
	2. Title
	3. Phone
	4. Email

If you have any questions about the form, please contact Megan Yeager, Chapter Events Coordinator at megan.yeager@texasexes.org or 512-840-5637.