

Event Marketing Request Form

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Fill out this form to equip your marketing team with the necessary details to effectively promote your event, aligning promotional efforts with your objectives and target audience.

REQUESTOR DETAILS

Name & Department	
Contact Information	

EVENT DETAILS

Event Name	
Event Description	
Date & Time	
Location	

MARKETING DETAILS

Target Audience	
Marketing Goals	
Key Messages	
Marketing Channels	

Budget	
Required Deliverables	
Creative Direction	
Deadline for Materials	
Approval Process	
Additional Notes / Requests	

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