

# Event Promotion Request Form

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coehdcomm@utsa.edu

## Requested Promotion (Check all that Apply):

- COEHD events calendar on website
- Social Media (Facebook and Twitter)
- Digital Signage (LCD screens)
- UTSA Today events calendar
- Weekly COEHDnews e-newsletter

## Event Details:

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Name of event

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Time

Date

Location (please send address for any off-campus events)

Admission

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Sponsors

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Contact Name

Contact Phone

Contact Email

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1-2 sentences about the event