

GRAPHIC/PROMO PLANNING FORM

| EVENT |
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| COORDINATOR |
| DATE |
| TIME |
| ADDRESS,STATE, ZIP |
| |
| EVENT DESCRIPTION |
| |
| GRAPHIC NEEDS REQUEST |
| ☐ POSTCARD ☐ FLYER ☐ POSTER ☐ FACEBOOK COVER |
| FACEBOOK AD EBLAST WEBSITE BANNER AD |
| ☐ PRINT AD ☐ OUTDOOR WALL BANNER |
| NOTES |
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