PTSA Online Communications Request Form

*This form is to be used for all PTSA website, email, and social media requests.*

*Once completed, please send to* *communications.director@ptsa.ca* *and* *website.coordinator@ptsa.ca* *at least* ***7 days*** *in advance of the required posting date.*

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| **Requestor/Committee**Nicole Rees – Membership Engagement Committee |
| **Summary of request**Please blast on all social media as well as blog and email on Sept 1!**Requested Area(s)*** Website
* Email
* Social Media
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| **Content***(if applicable)*“Our last Refer a Friend membership promotion was so successful we thought we would do it again! For the month of October 2023 when a current PTSA member refers a new member who joins PTSA they can receive their next membership for FREE! Watch for more details that you can share with your friends in October!” |
|  **Event Details** *(if applicable)* |
| **Date of Event:**  | **Registration Cut Off Date:**  |
| **Start Time of Event:**  | **End Time of Event:**  |
| **Event Description** *(May be learning objectives, brief biography of speaker, etc.)* |
| **CEU Information*** Accredited CEU: \_\_\_\_\_
* Non-Accredited CEU: \_\_\_\_
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| **Announcement/Reminder Dates** |
| Website/email/social media **announcement** of event  | ☐Yes ☐No  | Date to be sent: Click here to enter a date. |
| Social Media **reminder** of event: | ☐Yes ☐No | Date to be sent: Click here to enter a date. |
| Email **reminder** of event : | ☐Yes ☐No | Date to be sent: Click here to enter a date. |