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*](mailto:communications.director@ptsa.ca) *and* [*website.coordinator@ptsa.ca*](mailto: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 | | | |
| **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: \_\_\_\_ | | | |
| **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. |