CESA Event and Marketing Form

*\*Prior to filling out this form, please read the following:*

This form must be filled out a **minimum of 3 weeks** before the event if **bursaries, room booking, or marketing is required**.

* If you require a float, please contact the Treasurer, Alex Lauzon: treasurer@cesa.queensu.ca
* If you require bursaries, please contact the Equity Affairs Commissioner, Sarah Bentley: equityaffairs@cesa.queensu.ca

If **none of the above** is required, it must be filled out a **minimum of 2** weeks in advance.

Please fill out all sections relevant to your event and email to the Exec Admin, Jazz Graham: execadmin@cesa.queensu.ca

**Event Request**

***Information***

Organizer name(s):

Phone number:

Name of the event:

Proposed date of event:

Time event will start:

Time setup for event will start (if different than above):

Time event will end:

Description of event:

***Location***

Proposed Location of Event:

Do you need a room booking: [ ]  YES [ ]  NO

If you need a room, please describe the kind of room you will need. \*Please be specific! Do you need chairs, tables, a projector?

How many people do you expect to attend?

***Support***
Will you require any volunteers: [ ]  YES [ ]  NO How many:

How will you recruit volunteers:

Have they been recruited yet: [ ]  YES [ ]  NO

Do you require council support: [ ]  YES [ ]  NO

* If yes, please fill out CESA Office Procedures Form) – E.g. office sign-ups, payment collection, etc

Will participants be paying a fee: [ ]  YES [ ]  NO if so, how much is it: $

Do you need a float: [ ]  YES [ ]  NO (if YES, please contact Alex Lauzon)

Will bursaries be made available: [ ]  YES [ ]  NO (if yes, please contact Sarah Bentley)

**Marketing Request**

***CESA Website Description*** \* this is the description that you will see on the event page, so be concise but specific:

***Facebook Event***

Would you like a Facebook event made [ ]  YES [ ]  NO (if yes, please fill our below)

Name of Facebook event:

Description for the Facebook event \*this is the description that you will see on the event page, so be specific!

Would you like any graphics made: [ ]  YES [ ]  NO

Detailed description of graphics you would like:

When would you like the Facebook event to be made public (DATE):

***Instagram***

Would you like a post on the CESA Instagram: [ ]  YES [ ]  NO

What picture would you like to have (description or attach the image):

What would you like the caption to say:

When would you like the photo to be posted (DATE):

***Photography/Videography Request***

Would you like to request photographers or videographers to be present: [ ]  YES [ ]  NO

Would you like to request photographers, videographers, or both?

What part of the event would you like them to be present for (If not all, be specific):

Any specific photography/videography requests:
What do you plan to do with the photos/videos:

**Other**

Any other relevant info:

If you have any questions about this form, please contact the Exec Admin at execadmin@cesa.queensu.ca with your inquiries.