# **Template Email to Marketing**

Hello Marketing team,

On behalf of the \_\_\_\_\_ Club, I wanted to request promotional support for our upcoming \_\_\_\_\_ event on \_\_(date)\_\_. Here is more information:

* Audience: \_\_\_\_ (ex: current students, new students, all Coastline community, etc.)
* Accessibility: Approved for accessibility by \_\_(name)\_\_ (*if graphic included- otherwise N/A*)
* Actions requested:
	+ Graphic design (note if a particular size is needed, like for a poster or ½ sheet)
	+ Sandbox (student newsletter)
	+ Email to students
	+ Event page on Coastline website
	+ Inclusion on Coastline homepage masthead
	+ President’s monthly update (email to Coastline employees)
	+ Social media
	+ Video of the event *(if anticipating 20+ students at event)*
	+ Photography at the event *(if anticipating 20+ students at event)*
	+ Event materials- signage, tablecloths, step & repeats backdrops
	+ Event registration page
	+ Coastline swag

I have included more details about the event below:

**Spoken Community: Voices of Coastline**

The [National English Honor Society](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coastline.edu%2Fstudent-life%2Fclubs-and-organizations%2Fnational-english-honor-society.php&data=05%7C01%7Cacarlock%40coastline.edu%7C75368219ff4941d34ba508db2bc83684%7Cee57f5551d704a8b8edac0f4071a4458%7C0%7C0%7C638151911145991594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Nf8%2B5B7GX88ave08wKPelLsGmuVNHiAFwxsmB9SFJS0%3D&reserved=0), [Associated Student Government (ASG)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coastline.edu%2Fstudent-life%2Fassociated-student-government.php&data=05%7C01%7Cacarlock%40coastline.edu%7C75368219ff4941d34ba508db2bc83684%7Cee57f5551d704a8b8edac0f4071a4458%7C0%7C0%7C638151911145991594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=so%2Br1che3Gd3BjtacUyOYX9TV7jDZ%2FWAQLQwT4W4wXc%3D&reserved=0), and [English & Humanities Department](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coastline.edu%2Facademics%2Facademic-departments%2Fenglish-and-humanities.php%23%3A~%3Atext%3DCoastline%2520has%2520a%2520wide%2520variety%2Cstudy%2520of%2520arts%2520and%2520civilizations.&data=05%7C01%7Cacarlock%40coastline.edu%7C75368219ff4941d34ba508db2bc83684%7Cee57f5551d704a8b8edac0f4071a4458%7C0%7C0%7C638151911145991594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6yYzPV5gsNNp%2BwrCGYadRx6udF%2FBDo6lzODcW0ZSKyM%3D&reserved=0) invite you to experience local art and connect with students and faculty through poetic prose. Coastline poets and lovers of the written word, we welcome you to share your own work and appreciate poems by other Coastline community members at a poetry reading hosted at the [Art Gallery](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.coastline.edu%2Flocations%2Fnewport-beach-campus%2Fart-gallery.php&data=05%7C01%7Cacarlock%40coastline.edu%7C75368219ff4941d34ba508db2bc83684%7Cee57f5551d704a8b8edac0f4071a4458%7C0%7C0%7C638151911145991594%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=l7S48q8mX%2FL1N%2BuDJqGF4LL3XnNT9LQ1jwiPTnajT9I%3D&reserved=0) on April 28th from 4-5p.m. prior to the Art Gallery Reception from 5-7p.m.

Date: Friday, April 28th

Time: Poetry Reading 4-5p.m. prior to Art Gallery Reception 5-7p.m.

Location: Newport Beach Campus Art Gallery

1515 Monrovia Ave., Newport Beach, CA 92663

[Sign up as a poetry reader](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fforms%2Fd%2Fe%2F1FAIpQLSeoELylWbvQy-3SmtIgw3x_tOmXaVS8We29NNtz5l5IjS4cEQ%2Fviewform%3Fusp%3Dsf_link&data=05%7C01%7Cacarlock%40coastline.edu%7C75368219ff4941d34ba508db2bc83684%7Cee57f5551d704a8b8edac0f4071a4458%7C0%7C0%7C638151911146147826%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=G1wXTyY%2FyARf6dH6awrzLATk31pxEBC8unpukCMFufQ%3D&reserved=0)! Please note that the poetry reading is limited to your own work with 5 minutes per reader, and to the first 12 readers who sign-up. Selected readers will receive confirmation through email.

Questions? Email \_\_\_\_\_ at \_\_\_\_\_\_\_\_.