

D10 Marketing

Before submitting any marketing pieces for approval and distribution, please review these checklists to ensure you're captured all the necessary information. **All requests must be submitted 3 weeks prior unless otherwise noted.**

✓ Submission Checklist

- ☐ Event/Training title
- ☐ Associated Committee (ie. RLTC)
- ☐ Event Location
- ☐ Event Date
- ☐ Event Time
- ☐ Event Fee (Member vs Non-Member)
- ☐ Sponsor Banner with D10 logo
- ☐ Event Contact Information

✓ Distribution Channels

- ☐ Email to District 10 **Sent on Wednesdays only**
due by Friday before
- ☐ Instagram Feed
- ☐ Instagram Story
- ☐ LinkTree (Clickable link on Instagram profile)
- ☐ Facebook Event
- ☐ Facebook Photo Album
- ☐ Facebook Post
- ☐ District Digest **Monthly digital newsletter**
Sent 1st Wednesday of each month

Additional Marketing Information

Subject Line (if wanting to send email)

Description (include hashtags if for Social Media)

Desired send/post date

Relevant graphics or attachments

Other accounts to tag

Hyperlinks to include

Contact with Questions

D10 Marketing & Communications Committee

Jake Hopkins (Marketing Specialist, Co-Chair)

Molly Patience (Secretary, Co-Chair)

streetteamd10@gmail.com

Submit marketing requests:
bit.ly/38CQfAV