

Marketing Communications Request Form



MULTIPLE LISTING SERVICE OF SOUTHERN ARIZONA



Tucson REALTORS® Charitable Foundation
Serving Our Community First

Date submitted: _____ Communication Due Date: _____ (need three days prior to due date)

Point of Contact: _____ Project title: _____

Subject Title (Header information): _____

Attachment: Yes No Email Marketing: TAR MLS TRCF Other (explain): _____
Newsletter Flyer Save the Date Invitation Survey

Program agenda to be included in body of marketing piece: Yes No

If yes, Agenda to include:

Title: _____

Event date: _____

Time: _____

Cost to attend: _____

Location: _____

Speaker(s): _____

Registration Contact: _____

More details: _____

Social Media Posts: (check all that apply) Instagram Facebook LinkedIn

Press Release: Yes, let's get this out to the media! No

REQUIRED COMMUNICATION DETAILS (please fill-out all that applies)

Title of Event/Meeting Topic: _____

Event date: _____

Sponsors: _____

Time: _____

Cost to attend: _____

Location: _____

Website(s) to include: _____

Registration information: _____

Logos needed: _____

Email or phone contact to include: _____

Speakers/bios: _____

Theme or colors: _____

Photos (send in attachment): Yes No More details to include include attachment Yes No

**Note: Every attempt will be made to acknowledge your request on the same day it is submitted.*