**Event promotion template**

Information about the event:

**Name of Society + any social media handles:**

**Name of Event/Activity:**

**Date & Time of Event/Activity:**(Note: we need at least two weeks’ notice to be able to promote your event)

**Location:**

**What is the event, who is it aimed at?**

**Link to Socials/More Info:**

**Any images you’d like to be included**:

Where you would like communications sharing:

* Instagram
* Facebook
* Twitter
* Website
* Portal
* Google
* Newsletter
* LinkedIn
* WeChat

Additional Requirements for Website Articles:

**Preferred Article Title:**

**Preferred Article Subheading:**

**Image of at least 700x500px (right click image and properties to check)**