**Society Promotion Request Form**

Here at the Students’ Union we want to expose your society to the largest audience possible. The Students’ Union is active across multiple accounts on Facebook, Twitter and Instagram and has access to the student body via email, posters and the virtual screens found around the Students’ Union.

This form is for those societies that want their society, upcoming event or news shared with students via the Students’ Union platforms.

**General Promotion:**

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Email address** |  | |
| **Society** |  | |
| **Method of advertising (tick as appropriate)** | **Twitter** |  |
| **Facebook** |  |
| **Instagram** |  |

***Please not, ideal post dimensions are as follows:***

**Facebook:** 1200 x 630 px

**Twitter:** 1200 x 675 px

**Instagram:** 1080 x 1080px

If you wish to advertise on multiple platforms, you’ll have to adapt your materials to fit their relevant dimensions. Alternatively, a square post (1080 x1080 px is suitable for all three accounts).

**What Message Do You Want Us To Send Out?**

It could be an event that you have already hosted. Your society may have raised money for charity. Do you want more people to join the society or there is another achievement you want promote?

Please remember messages need to be no more than 280 characters if posting on Twitter(including links etc) and you need to include any links or social media account handles that you want to be in the message.

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**Event Post Only:**

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| **Name of event:** |  | |
| **Date of event:** |  | |
| **Time of event:** |  | |
| **Event location:** |  | |
| **Ticket prices (if applicable):** |  | |
| **What is the event about?** |  | |
| **Hashtags you want to be used (if applicable):** |  | |
| **Method of advertising:**  **(tick as appropriate)** | Twitter |  |
| Facebook |  |
| Instagram |  |
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If you have any photographs you would like us to add please attach it to the email or copy and paste a web link. **Please note we will assume that all photographs have been taken with the permission to be used.**

**Please email the completed form to the SU Marketing and Communications Coordinator Elisia at** [**elisia.narbett@wlv.ac.uk**](mailto:elisia.narbett@wlv.ac.uk?subject=Society%20Promotion%20Request) **.**