

# ***LET's Market Your Event!***

Learning Evidence Team Marketing Request  
For Learning Evidence Work Teams or Subcommittees

- *Please complete the following form so that we can clearly communicate your event, flyer or workshop throughout the college community.*
- *If you would like, we would be glad to help you design and distribute your material.*
- *Please attach a draft of any promotional materials your team has developed.*

**Event Title or Topic:**

**Date(s) & Time(s):**

**Location(s):**

**Please write a brief description of your event, workshop, or flyer, focusing on the benefits to the participant.**

**Audience: (please check all that apply)**

**Full-time Faculty    Part-time Faculty    Staff/Admin    Students    Community**

**Please list below any specific disciplines or audience you would like to target.**

**Would you like this advertised through Leadership Valencia? \_\_\_\_\_**

**List any stipends or other benefits that will be awarded to participants.**

**Please list the application deadline to participate.**

**Additional important information:** (Feel free to attach any material or appendices you feel will be helpful in communicating your message!)

## **Contact Information**

Name:  
Phone:  
E-mail address: