**Communications request form**

Communications and Institutional Events team

Please complete the following fields to help the Communications and Institutional Events team support your request and direct you to other colleagues where needed.

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| **Request made by** |  |
| **Additional stakeholders to provide sign-off** |  |
| **Purpose of communications** |  |
| **Target audience(s)** *Please be as specific as possible. E.g. is this for all staff or staff from a particular course team or Directorate?* |  |
| **Key dates and deadlines**  Are there any deadlines, dates of key events etc you need your audience(s) to be aware of? |  |
| **Call to Action** What action do you want the reader to take as a result of communications |  |
| **Are any digital and/or printed assets?**  *If so, please be clear on exactly what you need (e.g. A3 posters, Digital screens etc)* |  |
| **Supporting material or links (where relevant)**  Is there anywhere you can point people to in order to provide further information? |  |
| **School level/Institution-wide communications required?**  *Would you like to share communications with students across our other campuses, or only within our school?* | School level only ☐  Institution-wide ☐ |