



AUTHORIZATION FORM

Your Name:		Event Date:	
Division/Department:		Event Time:	
Event/Program:		Your Phone Number:	

EVENT DESCRIPTION

Briefly describe the event, what it is and what its purpose is.

JUSTIFICATION FOR LATENESS

Briefly describe the reasoning behind why the Marketing Request is being submitted with late notice.

TERMS FOR THIS AUTHORIZATION

With less than 30 days' notice for a full campaign or less than 15 days' notice for a digital campaign (from the date of the marketing request submission), with approval of the Directorate, a minimal digital campaign will be created and published to social media and the website.

Approved by:

Print Deputy Director First & Last Name

Date

Signature