



# Promotions and Advertising Request

SUBMIT BY E-MAIL

CUSTOMER INFORMATION		
Event ID:	Description:	
Account Name:	Contact:	

Dear Customer,

We are pleased that you have chosen to host your event at Tampa Convention Center. As part of our ongoing commitment to ensure a successful event for all of our event hosts, we provide several complimentary services to assist you with publicizing your event internally, as well as through our social media and public relations activities. Please fill in the information below and return it to your sales person upon completion.

<b>Section 1 – Confirmation</b>		
Please answer the following questions Yes or No.		
	Yes	No
1. Is your event open to the public?		
2. Publish Event Name and Date on inside Digital Monitors?		
3. Publish Event Name, Dates and Event Description on TCC Website?		
4. May we publish photos of your event to social media?		
5. Event Description:		

<b>Section 2 – Event Information</b>	
Event Name to Publish	
Event Contact Name	
Event Dates to Publish	
Event Contact Phone Number	

<b>Section 3 – Registration Information</b>	
If your event requires registration, please provide the following information.	
1. Registration Contact Number	
2. Registration Website	

<b>Section 4 – Social Media</b>	
1. Website Address	
2. Facebook	
3. Twitter	
4. LinkedIn	

<b>Section 5 – Event Logos</b>
If you would like TCC to use your logo in our PR and social media efforts, please provide the logo in one of the following file formats - JPEG, JPG, GIF or PNG. Please note that your logo size may be adjusted to fit the applicable medium. Some distortion may occur during this process.