

# Social Media Request Form



The Marketing Department would like to help promote your store's sales and special events on our various social media outlets (Facebook, Twitter, Instagram). The following policies have been established for social media use:

- Tenant must include an image for postings on social media. Email all images to [smonachelli@broadwaymall.com](mailto:smonachelli@broadwaymall.com)
- Requests must be received a minimum of three (3) business days prior to start date.
- The Marketing Department reserves the right to edit messages for length or clarity. Twitter messages will be reduced to 140 characters or fewer.
- The Marketing Department reserves the right to deny any request based on availability of space, significance of message, tenant's marketing fund, or rent payment status.
- In no way shall the Marketing Department be responsible for typographical errors or failure to run the request.
- There is no fee for tenant's to advertise on Broadway Mall social media outlets.

MERCHANT NAME:

REQUESTED BY:

START DATE:

MESSAGE:

GRAPHIC(S) SUPPLIED?

YES  NO

*Send to email below*

Please complete the following and email to [smonachelli@broadwaymall.com](mailto:smonachelli@broadwaymall.com)

