



# Voyageur Council MarComm Request Form



The Voyageur Council Marketing and Communications team is here to make communications easier, with a little help from you!

This form is for requesting information to be added to the Council website (including events or appointments), for emails that you wish to send to specific segments of individuals within the Council, and for social media (Facebook, Twitter, etc.) posts.

To request assistance from the MarComm team, **please fill out the form below as completely as possible and email the completed form to our MarComm Lead, Dave Stremes, at [dave.stremes@scouts.ca](mailto:dave.stremes@scouts.ca)**. Please be sure to submit all requests at least two weeks prior to any desired actionable date (including posting date or email send date).

Please note that any requests made without the required two week lead time and without sufficient justification for their lateness will be addressed as resources allow and may be delayed at the discretion of the MarComm team.

**All content will be slated for inclusion in the Voyageur Council Trail Guide (except in rare circumstances). Please ensure to look for and review a test version of the Trail Guide (sent to all requestors before distribution from [voyageurcomms@scouts.ca](mailto:voyageurcomms@scouts.ca)).**

Subject/Event Name:   
[For web, desired title of page/announcement]

Comms. Type:  Email  Website update  Survey  
 Facebook post  Tweet  Other (please detail in email)  
[X all that apply]

Comms. Subject Grouping:  Training  Program  Council Events  
 Area Events  Announcements  Support  
 Safety  Other (detail in email)  
[X all that apply]

URL (web update only):

Contact (name only):   
[Who should interested parties contact for more information?]

Email (email only):   
[Who should interested parties contact for more information?]

Send to (for email only; be as specific as possible):

Ideal send by (date):   
[Please ensure the date entered is at least two weeks after form submission]

Link to (provide URL/file names of relevant documents):

Additional details:

Do you wish to receive metric reports?  No  After 2 weeks  After one month  
(Email/social media only)

**When submitting this form, be sure to attach files or documents that contain all relevant content (words and images) and double check that all relevant fields are filled in.**