

## VSU COA Project Request Form (New)

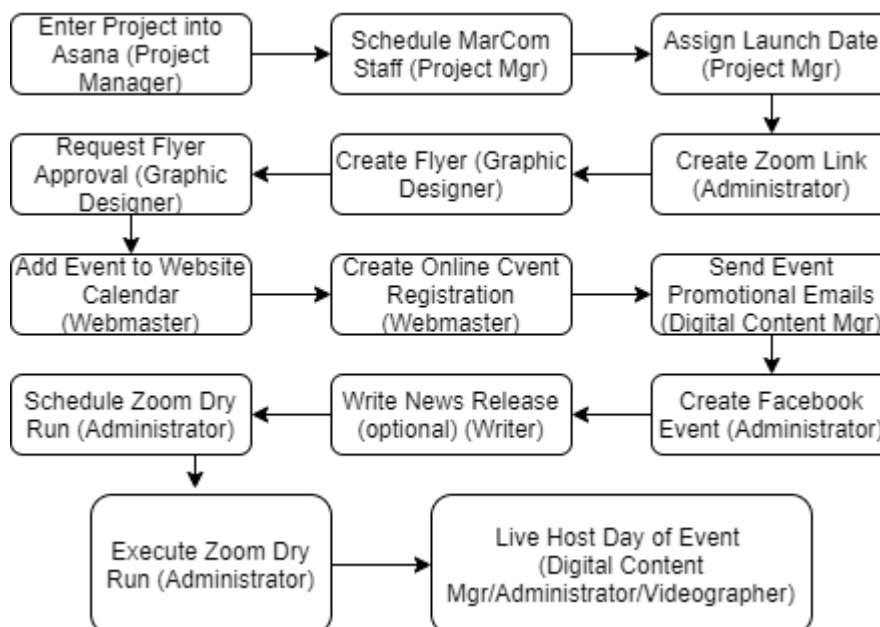


### SERVICES INCLUDE:

- |                               |                    |                            |
|-------------------------------|--------------------|----------------------------|
| Marketing Planning & Strategy | Editorial Services | Web Services               |
| Photography & Videography     | Social Media       | Graphic Design             |
| Banners and Displays          | Event Management   | Virtual Program Assistance |

## Event Promotion Process

(Min. 4 weeks: 2 to build the promotion and launch it and 2 for promotion)



Questions on completing this form or consultation for an event? Please contact Paula McCapes at [pmccapes@vsu.edu](mailto:pmccapes@vsu.edu).

## VSU College of Agriculture Project

# Request Form

<b>Requested By:</b>	Derrick Cladd
<b>Email:</b>	dcladd@vsu.edu
<b>Who is the admin assistant for the office? (they will receive notification)</b>	Cartelius Travis
<b>Phone Number</b>	(804) 892-4489
<b>Is this request for publicizing an event or workshop?</b>	Yes
<b>Event Title:</b>	Aquaponic
<b>Event Description (min. 50 words):</b>	Aquaponics is the integration of growing plants and fish into one system. Find out how to begin small scale aquaponics systems for hobbyists, schools, and as an enterprise for a farm or urban setting. A small scale aquaponics unit will be demonstrated as part of the workshop. Please use the previous description.
<b>Is VCE-VSU the lead for this event?</b>	VCE/VSU is the lead
<b>Who is the approver of this requested service(s)?</b>	William Crutchfield (for all SFOP requests)
<b>Will this be a virtual program/event?</b>	Yes
<b>If using Zoom, provide the link here:</b>	<a href="https://vsu.zoom.us/j/81016355929?pwd=TnBsZ1Y3M2ViUXliQmQvOVh4ZGxkQT09">https://vsu.zoom.us/j/81016355929?pwd=TnBsZ1Y3M2ViUXliQmQvOVh4ZGxkQT09</a>
<b>Is there an event fee?</b>	No
<b>Will this event include any food or refreshments?</b>	No
<b>Names of Presenters:</b>	Dr. David Crosby
<b>Start Date:</b>	Thursday, August 19, 2021
<b>End Date:</b>	Thursday, August 19, 2021
<b>Start Time:</b>	10:00 AM
<b>End Time:</b>	12:30 PM

Have you checked that your event date does not conflict with other similar event(s) throughout the VCE system?

Yes

Check the calendar here: <https://www.calendar.vt.edu/main.php?view=month&calendarid=cals>

Does the event have a capacity limit?

No

Please select the tags appropriate for the event:

Aquaculture

Region:

All (for virtual events)

## Event Promotional Services:

STANDARD MARKETING & COMMUNICATIONS DEPARTMENT SERVICES FOR VCE-VSU EVENTS INCLUDE:

Printable Flyer, Cvent Registration, Email Marketing, Listing on VSU-VCE Web Calendar, Listing on Facebook Event Calendar, Shared on VCE Systemwide Calendar, Social Media Posts

## Additional Event Services:

(Please check all that apply)

## Requested Services:

(Please check all that apply)

Graphic Services:

Flyer or Brochure

Webpage URL:

http://

Editorial Service:

Edit Description

Unique ID

0239