



MUSIC FRIENDLY TEXAS CERTIFIED COMMUNITY PROGRAM PETITION FOR WORKSHOP

IF YOU HAVE ANY QUESTIONS, AND ALSO UPON COMPLETION, PLEASE EMAIL:
CHIP.ADAMS@GOV.TEXAS.GOV

Date: _____

On behalf of the City of _____, I would like to petition for a Music Friendly Texas Certified Community Workshop as the beginning step for our MFT certification. I will be taking on the role as the Music Friendly Certified Community Liaison for the City, and understand the role and its responsibilities. I understand that my employment must be within a division of City government for this role.

Name: _____

Division & Title: _____

Email: _____

Phone: _____

Signature: _____

Public Relations and Marketing:

I understand that the following marketing assets will be required to move forward with consideration for a Music Friendly Texas Certified Community Workshop. I also understand the PR and Marketing Schedule, along with TMO Deliverables.

PR and Marketing Materials Needed:

- City/Liaison/Co-Host logos
- Specify if this workshop will be in-person only, virtual only, or hybrid (virtual + in-person)
- Start/End Time of Event
- Date of the event
- Event Location/Address/Room #, etc.
- A Media Contact to be listed in the press release from the Office of the Governor, including contact's name, title, phone, email, and website

PR and Marketing Scheduling:

- **2-10 Week Prior to Event:** TMO created Facebook and LinkedIn Online Event Page (upon receipt of logo(s)) and scheduling of Workshop)
- **One Week Prior to Event:** The Office of the Governor will issue a targeted press release
- **One Week Prior to Event:** Both the OOG and TMO will place the press release on both of our websites, as well as post on our social media accounts

Deliverable Assets from TMO:

- **Event Links:** Online Event Links for Facebook and LinkedIn
- **Event Artwork:** created by TMO
- **Online Meeting URL (For Virtual/Hybrid Workshops Only):** TMO will create and provide a virtual meeting URL, and will host any virtual meeting from our platform

Please initial here to acknowledge: _____

Music Friendly Texas Certified Community Advisory Board

Prior to moving forward with a Music Friendly workshop, please contact and collect signatures from potential Advisory Board members who have confirmed interest in the Music Friendly Texas Certified Community program and will be in attendance at the workshop.

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