

**Program Marketing Record
Utah State University Extension**

County Unit _____ Extension Employee(s)/Others involved in program
delivery/marketing

Program Title _____

Date(s) of Program _____ Total No In Attendance _____

Location of Program _____

Program contacts entered into FOCIS ___ Yes ___ No

1. Attach public advertisements and radio announcements for the program.
2. Attach an attendance listing by name, address, and phone.
3. Attach photographic documentation of attendees.

Detail what was done to reach under-served and minority populations within your community. Attach letters, invitations, contact lists.

(Retain Documentation for five years)