 EVENT PUBLICITY FORM

Please return to Kim Risk in the Publicity/Marketing box

email [ksrisk89@gmail.com](mailto:ksrisk89@gmail.com)

cell phone 269- 876-2320

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Audience (Adults, Teens, Men, Families, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publicity Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (best if 30 days ahead of event)

Graphic? € needed € provided Write up? € needed € provided

Use a banner? € yes (will need to get sign permit)

Pass out general church cards? € yes #\_\_\_\_\_

Do you have a photographer for your event? € yes € no

Preferred Promotion Methods (check all that apply):

€ Church website (free) € Church Facebook page (free or boosted ad)

€ First Connection newsletter (free) € Dan’s Weekly Reminder email (free)

€ Projection Screens (free) € Bulletin (free)

€ St. Joe Today online events (free) € Town Crier Wire online events (free)

€ Postcards #\_\_\_\_\_ € Posters #\_\_\_\_\_

€ Church Notes in H-P (free) € Herald-Palladium ad

€ Press Release to local media € MailMax ad

€ Radio ad € Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

€ Promotion in SJ or Lakeshore schools (Community Corkboard, tv screens, flyers, posters)

€ Email to families who have attended or registered for past events (free)

€ Pulse FM & Smile FM event listing (free)