



Please complete this form and submit to the Public Relations Team 30 days before you would like publicity to begin. The PR Team cannot guarantee timely action on requests received with fewer than 30 days notice. This form may be submitted to the church office, or email to trinityonthehill@sbcglobal.com. This form is available for download from Trinity's website, www.trinityonthehill.com.

Date Submitted ____/____/____

Event Date ____/____/____ **Time (s)** ____:____ **a.m./p.m. –** ____:____ **a.m./p.m.**

Event Name _____

Event Location _____ **Price: (if applicable)** _____

Sponsoring Group _____

Contact Person **Phone** _____ **Cell** _____ **email** _____

What is the primary audience for this event?

- Internal** (*members*) **External/Community**
 Other– (*Please specify*) _____

What types of publicity would you like for this event?

- Flyer** **Brochure** **Postcard** **Poster**
 Website **Outdoor Signage** **Newspaper (Community Calendar, etc)**
 Other – Please Specify: _____

Description and purpose of Event (*If a fund raiser, describe how the proceeds will be distributed.*)

Publicity Logistics

How far in advance of the event should publicity begin, any desired locations for publicity pieces, and method of distribution. _____

Attachments

Please include any additional item that may be helpful to our team in publicizing the event. For example, you may wish to attach existing print material, publicity from previous similar events, or digital media (photos, logo, copy, etc.) in email or on CD, DVD, or flash media.