

Request for Outside Publicity

I would like outside publicity *before* the event? Yes _____ No _____

(If yes, please send this form and any digital photos to promote the event *at least* three weeks before the event.)

I would like outside publicity *after* the event? Yes _____ No _____

(If yes, please send form and any digital photos in a timely manner so that information is still newsworthy — one week after event at the latest!)

Name of Event: _____

Day and Date of Event: _____ Time: _____

Committee(s) Sponsoring Event and Committee Contact(s): _____

Purpose of Event: _____

Description: _____

Is there a fee to participate and if so how much? _____

Is RSVP required and if so, to whom and what is the response deadline? _____

Is there a target audience for this event (e.g., children, teens, seniors) and what is it? _____

Send this form and any digital photos with captions (tell who is in the photo) to Alice K. at alicek1847@barnerttemple.org.