

## Event Publicity

If you're planning an event and need publicity, please fill out this form and give copies to Barb Hanna and Judy Maggs.

This needs to be done as much ahead of time as possible! Don't wait to the last minute, or we're very limited in where we can get publicity.

### Information needed:

Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Contact person \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Cost if applicable \_\_\_\_\_

Deadline for reservations/tickets \_\_\_\_\_

Description of event, including target ages \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Other relevant information \_\_\_\_\_

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**Flyer** – If you have one, please attach a copy that we can use. If you don't have one and need help making one, talk to Judy Maggs. She'll need ALL the information you want on the flyer.

Do you have relevant pictures you'd like to use for publicity? Please attach them or email a copy to the office and to Judy Maggs.

Is there a website relating to this event that we can use?

Website \_\_\_\_\_

You can either leave this information in the office, or email it to:

Barb Hanna: [office@stjamesniagara.org](mailto:office@stjamesniagara.org)

Judy Maggs: [webmaster@stjamesniagara.org](mailto:webmaster@stjamesniagara.org)