

# ST. PAUL'S ANGLICAN CHURCH EVENT/PUBLICITY REQUEST FORM

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT(S): \_\_\_\_\_ (use reverse for multiple dates) TIME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CO-ORDINATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ADVERTISING REQUIREMENTS

**PLEASE NOTE:** Don't be disappointed – sufficient lead time, as noted below, is required to meet media deadlines. If your information is not received in time, the ads will not appear.

**PAID ADVERTISING** (will be charged to your event budget) **requires 2 week lead time**

Lindsay Post <input type="checkbox"/>	Kawartha Lakes This Week <input type="checkbox"/>
Outdoor Sign (6 weeks lead) <input type="checkbox"/>	

**FREE ADVERTISING** requires 3 week lead time

Lindsay Post <input type="checkbox"/>	Kawartha Lakes This Week <input type="checkbox"/>
BOB FM <input type="checkbox"/>	St. Paul's Web Site <input checked="" type="checkbox"/>
Cable 10 <input type="checkbox"/>	Cable Cable <input type="checkbox"/>
LIFE 100.3 FM <input type="checkbox"/>	The Anglican (6 weeks lead) <input type="checkbox"/>

**OTHER MEDIA**

Posters – Communications will design and distribute, 5 weeks lead time required	<input type="checkbox"/>
Mail to other churches? <input type="checkbox"/>	Pamphlets/Flyers, 2 weeks lead time required <input type="checkbox"/>
The Grapevine – check due date <input type="checkbox"/>	Sunday Bulletins – deadline is Wednesday a.m. <input type="checkbox"/>

Effective advertising should include the 5 Ws - **WHO? WHAT? WHERE? WHY? and WHEN?**

<b>DO YOU REQUIRE?</b>	Church Hall (contract may be required) <input type="checkbox"/>	Kitchen <input type="checkbox"/>	
	Catering <input type="checkbox"/>	Liquor License <input type="checkbox"/>	

Details: \_\_\_\_\_

Please use back of form to continue →



**FOR 2011 EVENTS, PLEASE NOTE: PLEASE CALL THE CHURCH OFFICE – 324-4666 TO CO-ORDINATE YOUR 2011 EVENT WITH ST. PAUL'S 175TH ANNIVERSARY PLANS.**

cc:  Communications Chair       Grapevine       Wardens       Incumbent