

REQUEST FOR PROMOTION OF ST. JOHN'S EVENT

Please submit completed form **4-5 weeks prior** to the event to Jill Gross at Jjillgross@aol.com,
or place it in the Communications box in the Parish Hall.

Name of event and group sponsoring:

Reason for promotion (attract attendees, generate support, create awareness of St. John's):

Location (please be specific, e.g., St. John's Parish Hall):

Date:

Time:

Cost:

Event description:

Contact person and best way to reach (email, cell phone):

What about the event is of interest/value to the community at large?

What kinds of promotional outcomes are you requesting (subject to resource availability)?

- | | | | |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | Messenger article | <input type="checkbox"/> | Press release (newspaper, TV) |
| <input type="checkbox"/> | Email/blog notice (parish + public) | <input type="checkbox"/> | Flyer (single sheet) approx. qty. needed: _____ |
| <input type="checkbox"/> | Facebook post | <input type="checkbox"/> | Card (postcard size) approx. qty. needed: _____ |
| <input type="checkbox"/> | Website notice (short-term) | <input type="checkbox"/> | Other (describe): _____ |

Communications for ongoing use:

- | | | |
|--------------------------|-------------------------|---|
| <input type="checkbox"/> | Brochure | (Note: This type of request may be sent to the Communications Committee without an event form, but you may use a form, if that's easier.) |
| <input type="checkbox"/> | Website change/addition | |

To download a copy of this form:

PDF: <https://stjohns-lancaster.org/wp-content/uploads/2018/02/Request-for-Promotion-Form-1.pdf>

Word: <https://stjohns-lancaster.org/wp-content/uploads/2018/02/Request-for-Promotion-Form-1.docx>