

UUCSC Event Publicity Form

→ Use this form if you want publicity beyond our church newsletter, calendar or announcements presented at Sunday services

Instructions:

- ✚ Fill out this form on your computer
- ✚ Answer each question and supply any links to supporting Web documents
- ✚ Email the completed form to the Publicity Chair (email link at bottom of form)
- ✚ Submit at least 20 days before event (This is necessary as newspapers and other publications live by strict deadlines.)
- ✚ Keep answers limited to facts (This is because newspapers and other publications will reject events that are described in superlatives (hype).

1. Event Title:
2. Your Name:
3. Your Email:
4. Your Phone:
5. Are you the contact person for this event? Yes No
6. If “Yes” then go to question 7. If “No” then please answer questions: a. b, c
 - a. Contact Person:
 - b. Contact Person’s Email:
 - c. Contact Person’s Phone:
7. Sponsoring UUCSC Committee:

8. Where will the event be held? (If more than one event makes up your “event”, then please detail below)

a. At the church

i. Main sanctuary hall

ii. Community room

iii. Other room or outside (please be specific)

b. Other venue

9. Estimated Attendance

a. Adults

b. Children

10. Date and Timeframe (If more than one event, then please detail below)

11. What is the goal or outcome of this event

12. Who will be attending? (Describe typical attendees you wish to attract)

13. What will attendees expect to gain from attending?

14. What are the highlights of your event?

15. Will food be served? Yes No If "Yes" then detail above in question 14.

16. What is the cost of admittance? No Charge Donation Fee

17. Attach Pictures and send via email along with captions to Mywald+Publicity@gmail.com

Note: Pictures are really important. Please make every effort to send. Spec.: JPG files, 200 PX, 5" x 7"

Please Email the completed form

Thank you for taking the time to fill out this form. It makes my volunteer job easier and gets you better publicity.

Myron Waldman, Publicity Chair UUCSC