

PR REQUEST FORM

In an effort to assist your ministry or group with affective and timely advertising and press release items the PR Board kindly request that you fill the following form out to it's fullest extent. Please make sure to indicate the name of your specific event, the date, location where the event will be held, time of the event and where you would like the event publicized within the church and/or the community. Please note due to the time sensitive manner of some media avenues, you may want to plan your event well in advance and/or give a brief overview of the event. Most publications require a minimum of one month's notification to list your event in their publicaiton.

MINISTRY(S) OR GROUP(S): _____

NAME OF EVENT: _____

DATE/TIME OF EVENT: _____

LOCATION OF EVENT: _____

Please make sure you have reserved your location in advance. If you are utilizing the Family Life Center, please contact the church office directly to check availability and reserve your space. Church office number (410) 242-9441

DESCRIPTION OF EVENT: _____

PERSON TO CONTACT ABOUT THE EVENT:

THIS EVENT IS FOR?: CHURCH MEMBERS COMMUNITY CHILDREN & FAMILY
 YOUTH ADULTS ACTIVE ADULTS

DO YOU NEED ASSISTANCE IN THE DISTRIBUTION/POSTING OF FLYERS: YES NO

COPY FOR OUTDOOR BANNER: _____

WHERE WOULD YOU LIKE YOUR EVENT PUBLICISZED?

NEWSLETTER

WEBSITE

You event will be listed on the Holy Nativity Website and added to our RSS feed.

POSTER AT INFO DESK

OUTDOOR BANNER

Requires approval for budget, please indicate desired dates you would like your banner posted and copy for banner, please limit your copy due to the size & message.

NEWSPAPER LISTING

Requires minimum of 1 month advance notice and 2+ months pending holiday seasons.

FLYERS

Please supply the PR team with a copy of your flyer and indicate above if the event is for church or community for proper distribution.

ONLINE LISTING

Listings will be posted under family events online.

OTHER Please indicate below.

PLEASE LEAVE A COPY OF THIS FORM IN THE PR MAILBOX AND WILL BE PICKED UP BY THE PR BOARD EVERY WEDNESDAY AND SUNDAY. FOR YOUR CONVENIENCE.

YOU CAN ACCESS AN ONLINE VERSION OF THIS FORM AT www.holy-nativity.com/pr.

Please feel free to contact us via email at pr@holy-nativity.com