



Publicity Request Form

In order to give the widest exposure, please send your request a minimum of 30 days prior to the event.

Download form before entering data!

Today's date:

Rank/name:

Email:

Organization:

Telephone:

Purpose of request: ☐ promote future event ☐ raise awareness ☐ tell a story ☐ other

Measurable/attainable goals:

Use this field to tell us how we can measure our success in getting your message out.

Think in measurable terms. How many people would you like to attend the event this year?

How many people attended last year? Be as specific as possible when setting a goal.

Event/subject:

Brief description:

Date/time:

Location:

Target audience:

Register by date:

Suggested announcement/additional information: