



This form will help you request publicity support for your event. Please review the descriptions below to determine which options best suit your needs. Once you've made your selections, please complete the following request form.

- **TV Commercial:** Our production team will create a video advertisement for your event. They will coordinate with you to discuss your vision, timelines, and key details. During your event, our team will film activities and conduct interviews with 1-3 designated individuals (e.g., organizers, volunteers, participants). The finished commercial will be delivered within 1-3 business days after filming. If you know who will be interviewed, please provide the names and contact information below.
- **Public Service Announcement (PSA):** Our radio team will craft a concise and engaging announcement promoting your event based on the information you provide. This PSA will be broadcast multiple times daily (approximately 3-4 times) across our radio programming.
- **Radio Remote:** Ideal for large, community-wide events (e.g., bazaars, festivals, block parties), our team can host a live radio broadcast from your location. We provide all necessary equipment, including speakers, to ensure a professional and engaging on-site experience. Please note: due to logistical considerations, this option is not suitable for small events or those with restricted attendance.
- **Radio Commercial:** Our experienced radio team will create a memorable and persuasive audio commercial promoting your event. This commercial will air multiple times per day, maximizing audience reach and impact.
- **Social Media Promotion:** We will help spread the word about your event by sharing your provided flyer or social media posts on our official Facebook and Instagram pages.
- **In-Studio Radio Interview:** Share details about your event with our listeners through a live or pre-recorded interview. You or a designated representative can join us in our studio on Robinson Barracks. Interviews are recorded and played during peak listening hours in the morning and afternoon, ensuring maximum exposure. Additionally, soundbites from the interview will be featured in our radio news segments, which air six times daily. Live interview slots are available from 6 a.m.-9 a.m., while pre-recorded interviews can be scheduled between 9:30 a.m.-1 p.m. We will provide you with an Interview Worksheet to select your preferred date, time, and topics for discussion. If you know who will attend the interview, please provide names and contact information below.



Publicity Request

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

First Name:

Last name:

Email Address:

Telephone:

Unit/Organization:

Today's Date:

What are you requesting?

TV Commercial

Radio Remote

Public Service Announcement

Social Media Promotion

Radio Commercial

In-Studio Interview

Name of Event:

TV Commercial: Names & contact information for interview.

Event Location/Date/Time:

Requirement to register in advance? If yes, when & where?:

In-Studio Interview: Names & contact information.

Who is your target audience? (e.g. young families, parents, etc):

Point of Contact for AFN (if other than the person submitting):

Point of Contact for the Audience: Email addresses, phone numbers, or web addresses given out in commercials need to be short.

Additional Information: Please provide as many details about the event as possible that you would like the community to know (e.g. food/drinks, guest speaker, games, entertainment, etc.)