

# ONE-STOP-SHOP PUBLICITY REQUEST

The idea is to present a clear, consistent image of Epworth to our community and to streamline Epworth event production.

### DIRECTIONS

1. Give us as much information as you can below. If you're unsure of something, give it your best guess.
2. Scan and email to Outreach –or– Deliver to a Publicity Envelope (Church Narthex or 3<sup>rd</sup> Floor Church Office)
3. **SEND AN EMAIL** to let us know you're submitted a request: **publicity@epworthatcandlerpark.org**
4. Outreach Committee will draft your request for your review (Outreach handles wording, layout, etc. so you can focus on your event).
5. We'll call you to review the draft information and confirm your intent. With your feedback and your identified funding sources, we'll take care of designing, printing, posting, hanging, delivering your request.

**QUESTIONS?** publicity@epworthatcandlerpark.org -or- 404/525-4746 (church office)

### Who's Asking.

committee/contact person \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

### The Details.

event name \_\_\_\_\_

date \_\_\_\_\_ time \_\_\_\_\_ location \_\_\_\_\_

when would you like publicity to start? \_\_\_\_\_ end? \_\_\_\_\_

quick overview of event: \_\_\_\_\_

### Money Matters.

estimated publicity budget \_\_\_\_\_ possible funding source(s) \_\_\_\_\_

## WHAT'S YOUR REQUEST?

Every event is automatically announced in the church bulletin & on the church website...  
 ...(when you give the Outreach Committee this request form with 3 weeks advance notice).

Check below your preferred publicity method(s) and circle the target audience.

\_\_\_\_\_ **ADVERTISEMENT: NEIGHBORHOOD NEWSLETTER** (\$) (lead time: 2 months)  
 Who? (circle all applicable) Candler Park, Lake Claire, Kirkwood, Arizona Lofts & LaFrance Street, Other \_\_\_\_\_

\_\_\_\_\_ **EMAIL BLAST: NEIGHBORHOOD / CHURCH-WIDE** (free) (lead time: 3 weeks)  
 Who? (circle all applicable) Candler Park, Lake Claire, Kirkwood, Arizona Lofts & LaFrance Street, Other \_\_\_\_\_

\_\_\_\_\_ **YARD SIGN & DISTRIBUTION** (\$) (lead time: 2 months)  
 Who? (circle all applicable) Candler Park, Lake Claire, Kirkwood, Arizona Lofts & LaFrance Street, Other \_\_\_\_\_  
 Life Span? (circle one) Event Specific/Single Use? -or- Re-Use Later?

\_\_\_\_\_ **FLYERS & DISTRIBUTION** (\$) (lead time: 2 months)  
 Who? (circle all applicable) Candler Park, Lake Claire, Kirkwood, Arizona Lofts & LaFrance Street, Other \_\_\_\_\_

\_\_\_\_\_ **CANVAS BANNER or LARGE POSTER** (\$) (lead time: 2 months)  
 Where will the banner/poster be displayed? \_\_\_\_\_  
 How big? (a rough length & height estimate in feet) \_\_\_\_\_ Material? (circle one) canvas - paper - vinyl  
 Life Span? (circle one) Event Specific/Single Use -or- ReUse Again Later at Repeat Event

\_\_\_\_\_ **POSTAL MAILINGS & MAGNETS: Members & Friends of EUMC** (\$) (lead time: 2 months)

\_\_\_\_\_ **SIGN ANNOUNCEMENT: Epworth Church Sign** (free) (lead time: 3 weeks)  
 Key points to mention: \_\_\_\_\_

\_\_\_\_\_ **HAVE ANOTHER IDEA?** Tell us here (continue on back if needed): \_\_\_\_\_