

This Publicity Worksheet is a tool to help organize and support future events hosted or in participation with St. Patrick Catholic Parish. Please fill it out as much as possible and email to communications@stpatpasco.org or drop it off at the parish office. Once the completed worksheet is submitted, a staff member will contact you to discuss details regarding your event. *Please submit this form at least 6 weeks before your event.*

1. Name of the Event

Is this a working name? yes no --- OR --- Do you need a name? yes no

2. Who is /are the Point(s) of Contact?

Name	Phone Number	Email Address

3. Tell us about your event: *Please write a brief description of your Event. (i.e. who and what?)*

What groups are you trying to reach?

- Everyone* *Adults*
 Children *Men*
 Youth *Women*

When is the event?

When will/did you begin planning this event?

Will this event be bilingual?

- Bilingual*
 English Only
 Spanish Only

What resources do you have?

- Contacts* *Documents*
 Pictures *Original Artwork*
 Links *Other Resources*

How many people do you want to reach?

- 0-100* *500+*
 100-250 *Our Parish*
 250-500 *Our Community*

4. Is there any other details/information that we should know about?

For Communications Team Members Only

Where should the publicity appear?

- Radio* *Web*
 Mail *Newspaper*
 Television

Print Media

- Brochures* *Note Cards*
 Letterhead *Postcards*
 Sign *Mailers*
 Poster *Church Bulletin*
 Business/Calling Cards

Web Media

- Campaign* *Facebook*
 Twitter *Email*
 Event (Calendar/Post) *Other*
 Banner

Broadcast

- Press Release to media* *Television/Radio*
 Announcement to Parish