

Upcoming Event at St. Paul UMC – Publicity

Today's Date _____

Please print or type all information

Please Note: This information will be sent out in the form of a Press Release. Newspapers print these free of charge. They are under no obligation to print the information sent in this manner. The more interesting we can make our events (pictures, details, fun facts, etc.) the more likely they are to print it.

Event or Activity _____

Name of Sponsoring Group _____

Day & Date of Event (be sure to check the Church calendar for conflicts) _____

Time(s) _____ Exact Location if Event _____

Age(s) – if applicable _____ Cost – if any _____

Deadline for Registration _____

BRIEFLY explain event, its purpose and who it will benefit, if it is a fundraiser _____

Contact Person _____

Home # _____ Work # _____ Mobile # _____

- *Please circle the number(s) you would like included in the press release. If no numbers are circled, the Church number will be used.*

The information concerning your event will be sent to newspapers in Shelby County and the surrounding area, Christian radio stations, and other media outlets as deemed necessary. Deadlines vary for each media outlet. **Please turn in your information at least three (3) weeks prior to the activity to ensure maximum coverage.**

Return this form to Tammy Townsend (Media Outreach box outside the church office). You may also email this information without a form to the address below.

Questions? Tammy Townsend – 853-4002 (home); ttownsend281@bellsouth.net