



Spreading the Word

Publicity Request Form

Please submit to Heather in the Westview administrative office.

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Location at Westview _____

Please complete the room reservation form on the reverse side of this page.

Is this event internal (for Westview and its members) or external (for the community) or both? _____

Who is your intended audience/s? _____

For example — neighborhood youth, single mothers, other churches, Westview families, Westview older adults, etc. The event should rarely be for the entire community because it is quite difficult to communicate in an effective way to the entire community. Your event will be more successful if you think about who is mostly likely to benefit from your proposed activity and develop your audience from that starting point. Knowing the proposed audience will be key in helping EMA to determine the most appropriate marketing strategies.

Purpose of event? _____

Cost? _____

If payment is required, please provide details about how much, to whom the payment should be made, and the deadline.

If no cost, is an RSVP requested? Who is the RSVP contact (name, phone number or e-mail) and what is the deadline?

Will your group be providing nursery/childcare for this event? _____

What group or groups within the church are sponsoring this event? _____

Other information helpful in promoting this event _____

Person submitting form (print name) _____

Telephone _____ E-mail _____

Date _____

Don't forget to complete the room reservation form on the reverse side.

Thank you!

1500 Hover Street, Longmont, CO 80501

303-776-3242

www.westviewpres.org

ROOM REQUEST FORM

Please fill out the Room Request Form as completely as possible. If there is a conflict, you will be notified.

TODAY'S DATE: _____

PERSON MAKING REQUEST: _____

PHONE NUMBER: _____

ROOM REQUESTED: _____

EVENT: _____

DATE OR DATES REQUESTED: _____ TIME: _____

Specific dates if not scheduled regularly _____

For Room Scheduling Purposes:

*TIME NEEDED TO SET-UP: _____ TIME NEEDED TO TEAR-DOWN: _____

Do you need keys? _____ (If so, please arrange to pick one up.)

Room Set-up Requested:

Number chairs _____ Number tables _____ Other (specify) _____

Please notify the office of any change in your event. If the event is cancelled, please notify as soon as possible.---Thank you.

Copy Submitted to EMA Chair: _____
(Date/Initials)

How is this form going to be used?

If your event is primarily an internal one (for Westview folks), we encourage you to consider using the communication tools below. EMA can provide guidance on wording, graphics, etc., but our efforts will be focused primarily on the promotion of events that are intended for external audiences.

- ✓ Monthly church newsletter
- ✓ Sunday Bulletin Announcement
- ✓ Church Service Announcement (no more than two Sundays prior to event or to registration deadline)
- ✓ Internal Signs/Flyers

For external events, the Evangelism Ministry Area will consider the appropriate use of the following. Please check if interested:

- External Sign
- Press release or story pitch to local newspaper
- Plains and Peaks Presbytery newsletter
- Letter to targeted group _____
- E-mail blasts (PDF with event information)
- Hard copy of flyers/door hanger/postcard
- Advertisement in newspaper (EMA budgets only for Easter/Christmas advertising; your committee budget will have to cover other event advertising)

The following are for internal and external events, but must be requested using the publicity form.

- Facebook posting
- Church website
- Silent PowerPoint before Service