

**Calendar Request/Request for Publicity**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ (day & date)

Time(s) of Event: \_\_\_\_\_ (include starting and approximate ending time plus am or pm)

Location if other than Trinity: \_\_\_\_\_

Target audience: \_\_\_\_\_

Any cost to congregation or general public? \_\_\_\_\_

Payment in advance required? \_\_\_\_\_ How do you wish payment to be made? \_\_\_\_\_

Other items to include in publicity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please keep in mind that a six-week lead time is necessary to have adequate time to prepare most publicity to the local media.

Person completing form: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Give this form to Office—office forwards to Communications Committee