Calvary Episcopal Church Event Publicity Form

Event Name: _____

Event Chair: _____

Contact Information: Phone: _____

Email: _____

Event Date: _____ Time: _____

Event Location: _____

Price: _____ Open to the Public: ◯ Yes ◯ No Fundraiser: ◯ Yes ◯ No Community Outreach: ◯ Yes ◯ No

In order for the Communications Committee to effectively promote your event, please write a brief paragraph describing your event. (who, what, when, where, why)

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Please return this completed form to calvaryepiscopalcommunications@gmail.com

For internal use only: Radio__ Media Community Calendars__ Posters__ Facebook post__
Press Release: Bee__ Buff News__ Sunday Bulletin __ Diocesan Announcement __