

# Calvary Episcopal Church Event Publicity Form

This form is to be used by Calvary Episcopal Church committee members that are planning Church events. The Communications Committee uses this information to prepare marketing materials for events in order to support event chairs and encourage increased attendance at all Church functions. Depending on the scope of the event, marketing may include posters, social media posts, email blasts, press releases and print media, radio advertisements, and TV community calendars. In order to effectively promote your event, we request that this be submitted at least 6 weeks prior to the event date. Please return this completed form to the office or by emailing [calvaryepiscopalcommunications@gmail.com](mailto:calvaryepiscopalcommunications@gmail.com). An electronic version of this form is available to download by visiting Calvary's Events & Calendar webpage, <https://calvaryepiscopal.net/calendar-fellowship/events-calendar>. If you have any questions, please email the Communications Committee. We look forward to supporting your event!

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

Event Chair: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Price: \_\_\_\_\_

Open to the Public:

Yes No

Fundraiser:

Yes No

In order to effectively promote your event, please write a few sentences describing your event to be used in online and print marketing (who, what, when, where, why).

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**Please return this completed form to [calvaryepiscopalcommunications@gmail.com](mailto:calvaryepiscopalcommunications@gmail.com)**

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**For internal use only:** Poster\_\_ Calendar & Website\_\_ External Websites\_\_ Press Release\_\_  
Radio\_\_ TV Calendars\_\_ Bulletin\_\_ Facebook\_\_ Diocesan Calendar\_\_ E-blast\_\_ E-news\_\_