

EVENT PROMOTION PLANNER – TRINITY EPISCOPAL CHURCH

Contact Kay Carson for communications assistance:

call/text – 617-388-8598 email – kaycarson@outlook.com

Event Name:

Event Sponsor (*committee, individual, community group*):

Primary Contact/Event Leader (*name/email/phone*):

When/Where:

Purpose/Goal:

Details:

Charge promotional expenses to (*committee, activity*):

Promo Media:

- Posters:
 - Size _____
 - Quantity _____
- News Release/Public Announcement:
 - ☐ Apalachicola Times
 - ☐ WOYS 100.5 FM Oyster Radio
 - ☐ WOCY 106.5 FM Cross Country
 - ☐ WFCT 105.5 FM The Coast
 - ☐ Apalachicola Bay CofC
 - ☐ Other organizations:
- Trinity:
 - ☐ Bay View
 - ☐ Facebook
 - ☐ Website