Publicity Request Information Form

Sponsoring Team:	**Date of Request:**
Submitted by:	**Email:**
	Phone:
Event/Program Details	
Who (Target Audience):	**When** (Date, Start & End Time):
What (Name of Event/Program):	**Where** (Location & Directions if necessary):
	RSVP (If necessary list date & contact info):
Purpose/Objective/Goal of the Event/Program:	

Summary/Description/Details (what else should we know to help you publicize this Event/Program):
Please attach copies of pictures, flyers, resources that may be helpful with publicity.

Submit form to:
Jen Haley – jhaley@gracejenkintown.org or 215-887-6117
Church Office, 444 Old York Road, Jenkintown, PA 19046