

Your Name

Email

Publicity Form

Information about your event

Name of Event: _____

Date of Event: _____

Time: _____

Location: _____

Sponsors (if appropriate): _____

Information to appear in publicity: _____

How would you like to publicize your event?

For each avenue of publicity, follow the directions listed in order to publicize your event. Please be aware that some lead time may be necessary even if "No deadline" is listed.

Within Church: Contact the following people with your information.

Type of Publicity	Person to Contact	Contact Info	Deadline	Your Notes
<i>Bulletin</i>	Rebecca Federspiel	pilgrimucc@pilgrimucc-nh.org or 778-3189	Thursday at 10am	
<i>Phoenix</i>	Beth McFarlane	beth@techngo.com	Last Wednesday of the month	
<i>Church Facebook page</i>	Cindy Buckels	buckelsc@gmail.com	No deadline	
<i>Church sign</i>	Rebecca Federspiel	pilgrimucc@pilgrimucc-nh.org or 778-3189	No deadline	
<i>Church website</i>	TBA		No deadline	
<i>NH Conference UCC Website</i>	Rebecca Federspiel	pilgrimucc@pilgrimucc-nh.org or 778-3189	No deadline	
<i>Physical flyer</i>	Rebecca Federspiel	pilgrimucc@pilgrimucc-nh.org or 778-3189	No deadline	
<i>Sandwich boards</i>	TBA			

Your Name

Email

Within Community: Contact the following people with your information.

Type of Publicity	Person to Contact	Contact Info	Deadline	Your Notes
<i>Brentwood Talks Facebook Page</i>	Cindy Buckels	buckelsc@gmail.com	No deadline.	
<i>Mary E. Bartlett Library Webpage/ Physical Building</i>	Cindy Buckels	buckelsc@gmail.com	No deadline.	
<i>Brentwood Newsletter</i>	newsletterbrentwood@gmail.com		Around the 15 th or 20 th of previous month.	
<i>Carriage Towne News</i>	Corinne Lester	clester@carriagetowne news.com 603.734.9048	Tuesday of the previous week	
<i>Raymond Area News</i>	info@raymondareanews.com or (603) 679-8656		No deadline.	
<i>Seacoast Online</i>	Tina Ritter	tritter@seacoastonline.com or (603) 570-2212		
<i>Area Churches</i>	Rebecca Federspiel	pilgrimucc@pilgrimucc-nh.org	No deadline. Can email information, or email file of physical flyer to be printed.	
<i>Other publicity specific to your event?</i>				

Please contact Rebecca at pilgrimucc@pilgrimucc-nh.org with changes or updates to this form.