



# Spreading the Word

## Publicity Request Form

Please submit to Heather in the Westview administrative office.

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

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location at Westview \_\_\_\_\_

**Please complete the room reservation form on the reverse side of this page.**

Is this event internal (for Westview and its members) or external (for the community) or both? \_\_\_\_\_

Who is your intended audience/s? \_\_\_\_\_

*For example — neighborhood youth, single mothers, other churches, Westview families, Westview older adults, etc. The event should rarely be for the entire community because it is quite difficult to communicate in an effective way to the entire community. Your event will be more successful if you think about who is mostly likely to benefit from your proposed activity and develop your audience from that starting point. Knowing the proposed audience will be key in helping EMA to determine the most appropriate marketing strategies.*

Purpose of event? \_\_\_\_\_

\_\_\_\_\_

Cost? \_\_\_\_\_

*If payment is required, please provide details about how much, to whom the payment should be made, and the deadline.*

If no cost, is an RSVP requested? Who is the RSVP contact (name, phone number or e-mail) and what is the deadline?

\_\_\_\_\_

Will your group be providing nursery/childcare for this event? \_\_\_\_\_

What group or groups within the church are sponsoring this event? \_\_\_\_\_

Other information helpful in promoting this event \_\_\_\_\_

\_\_\_\_\_

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Person submitting form (print name) \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Date \_\_\_\_\_

Don't forget to complete the room reservation form on the reverse side.

Thank you!

1500 Hover Street, Longmont, CO 80501

303-776-3242

[www.westviewpres.org](http://www.westviewpres.org)

## ROOM REQUEST FORM

Please fill out the Room Request Form as completely as possible. If there is a conflict, you will be notified.

TODAY'S DATE: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ROOM REQUESTED: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE OR DATES REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_

Specific dates if not scheduled regularly \_\_\_\_\_

### For Room Scheduling Purposes:

\*TIME NEEDED TO SET-UP: \_\_\_\_\_ TIME NEEDED TO TEAR-DOWN: \_\_\_\_\_

Do you need keys? \_\_\_\_\_ (If so, please arrange to pick one up.)

### Room Set-up Requested:

Number chairs \_\_\_\_\_ Number tables \_\_\_\_\_ Other (specify) \_\_\_\_\_

Please notify the office of any change in your event. If the event is cancelled, please notify as soon as possible.---Thank you.

Copy Submitted to EMA Chair: \_\_\_\_\_  
(Date/Initials)

## How is this form going to be used?

**If your event is primarily an internal one (for Westview folks), we encourage you to consider using the communication tools below. EMA can provide guidance on wording, graphics, etc., but our efforts will be focused primarily on the promotion of events that are intended for external audiences.**

- ✓ Monthly church newsletter
- ✓ Sunday Bulletin Announcement
- ✓ Church Service Announcement (no more than two Sundays prior to event or to registration deadline)
- ✓ Internal Signs/Flyers

**For external events, the Evangelism Ministry Area will consider the appropriate use of the following. Please check if interested:**

- External Sign
- Press release or story pitch to local newspaper
- Plains and Peaks Presbytery newsletter
- Letter to targeted group \_\_\_\_\_
- E-mail blasts (PDF with event information)
- Hard copy of flyers/door hanger/postcard
- Advertisement in newspaper (EMA budgets only for Easter/Christmas advertising; your committee budget will have to cover other event advertising)

*The following are for internal and external events, but must be requested using the publicity form.*

- Facebook posting
- Church website
- Silent PowerPoint before Service