

Marketing/PR Checklist for Events

Submit to Jennifer Narkavich via email at jennifer@mygirlms.com

Name of Event: _____

Location: _____

Registration Fee: _____ cash credit card check all payment methods

Description of Event to be posted on website: _____

Is this event open to public or members only: _____ Deadline for registrations: _____

Please attach any images you would like to be used on social media & website.

Please attach any pdf files of sponsorship or donation flyers

Will volunteers be needed? If so, should we use same functions as last year or will there be any new functions that would need to be added? _____

Contact person(s) name, email, and/or phone number to be published on website

Marketing Committee Section Only

Facebook

Website

Radio

News Stations

Print