

Request for Publicity – Elizabethtown Church of the Brethren

The ECOB Communications Committee handles communications for church events and news in the form of press releases, advertising and content posted on the church website, Columns and church bulletin boards. Please use this form to request publicity for upcoming events, newsworthy items or other ECOB-related publicity needs. The Communications Committee will work with you to see that the item is well-publicized.

To meet newspaper publishing lead times, please submit requests **AT LEAST 3 weeks prior to event.**

Your name: _____

Your phone number: _____

Your email address: _____

ECOB Commission or Committee requesting publicity: _____

Event/News Item: _____

Are photos available to accompany the publicity? _____ YES _____ NO

Brief Description of event/item:

Location: _____

Date of event: _____

Start Time of event: _____

End time of event: _____

Cost/admission charge for event: _____

Type(s) of publicity you're requesting: (check all that apply)

____ Send a press release to local newspapers (free, though there is no guarantee that any given newspaper will print anything contained in the press release)

____ Press release to be written by you or someone in your group

____ Press release to be written by Communications Committee

____ Place a paid ad in local newspapers (your committee will be billed for the cost of the ad)

____ Ad copy to be written by you or someone in your group

____ Ad copy to be written by Communications Committee

Place ads in: _____ Lancaster newspaper _____ Harrisburg newspaper

(check all that apply) _____ Merchandiser _____ Other (please specify: _____)

____ Post a flyer or description on the ECOB website (<http://www.etowncob.org>)

____ Flyer/web content to be written by you or someone in your group

____ Flyer/web content to be written by Communications Committee

____ Article in Columns

____ Display on church bulletin board

____ Other (please explain): _____

You can SUBMIT your COMPLETED FORM in one of the following ways:

- Place it in the Church Office mailbox
- Send it by email to info@etowncob.org
- Fax to the church office at (717) 367-6948