

# GMS Public Relations Request Form

## Event Contact Information

Auxiliary/Group Name:	Event Title:
Event Date:	Event Time:
Requestor Name:	Requestor Phone & Email:

Location of event:	
Time of Communication requested	Is there a cost to attend your event?
What is your budget?	
Who is your audience?	
Why is your event newsworthy?	

## Event Information

**Please provide as much information as possible about your event. Please remember to include the following: who, what, where, when, why and how (if applicable). Also, submit any information for the flyers or brochures you feel are essential to your event.**

## Public Relations Office Usage

Date Received: _____	Printed Communications: _____	Media Interview: _____
Due Date _____	Media Interview: _____	Assigned PR Contact: _____
Press Release Date: _____	Church Website: _____	Approved By: _____

Submit this form at least two weeks prior to your event to [Kathie.Walker@gmail.com](mailto:Kathie.Walker@gmail.com) or [LPerson45@gmail.com](mailto:LPerson45@gmail.com)