**CHECKLIST FOR LWVSC EVENT/RELEASE COMMUNICATIONS COMMITTEE**

Complete the information on this form accurately and in a timely fashion and the Comms Committee can get the word out about your event. Please complete BOTH pages of this form with as much information as you have available once your date, time, venue are set and email it to: sandycoury@gmail.com.

REMINDER: The Communications Committee does not do the marketing for your event. Marketing the event is the responsibility of the Sponsoring Committee. Please adhere to deadlines listed below.

1. **SPONSORING LWVSC COMMITTEE CONTACT(S):**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Text: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **THIRD-PARTY CO-SPONSOR INFORMATION (if applicable)**

**Name of Co-Sponsoring Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CO-SPONSOR CONTACT:**

**Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Text: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do they need their logo included? \_\_\_\_\_\_ If so, please attach it/ email it to Sandy.**

1. **EVENT INFORMATION**

**PUBLIC EVENT** Yes No **MEMBERS ONLY EVENT** Yes No

**Complete Event Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Day and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is there a limit on the number of attendees?** Yes #\_\_\_\_\_\_\_\_\_\_\_ No

**Event Location and Complete Address:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PRESS RELEASE, UPDATES, VOTER NEWSLETTER, WEBSITE, EMAIL BLAST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Submission Deadline**  | **Include in:** |  |  | **Notes** |
| 6 wks advance | Monthly Press Release  | Yes | No |  |
| 2 wks advance | Update Press Release | Yes | No |  |
| 6 wks advance | Voter Newsletter | Yes | No |  |
| 1 wk advance | LWVSC Website | Yes | No |  |
| 2 wk advance | LWVSC Email Blast | Yes | No |  |

**CHECKLIST FOR LWVSC EVENT/RELEASE COMMUNICATIONS COMMITTEE** (con’td)

**COLLATERAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Submission Deadline**  | **Include in:** |  |  | **Notes** |
| 3 wks advance | Eventbrite Invitation | Yes | No |  |
| 3 wks advance | Flyer | Yes | No |  |
| Discuss wSandy | Other Collateral | Yes | No |  |

1. **EVENT DESCRIPTION** (120 words or less) Use another page for description if needed.

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**LIST HERE:**

**Names and Titles of Speakers**

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**Name and Titles of Moderators/Event Leader**

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