

Publicity Worksheet:

Attach this worksheet to your publicity request form when submitted, or for more detailed and/or lengthier projects, please submit your pre-approved (and proofed!) copy via email to the address below.

WHAT is the event called? _____

WHERE (SPECIFICALLY) is it being held? _____

WHEN is the event (dates/times)? _____

WHO is sponsoring the event? _____

DO you have additional **THEMES** and/or **IDEAS** _____

Project copy should be proofread and sent electronically to:
phutton@monroecc.edu.