

BETH EL TEMPLE
PR REQUEST FORM

Name of Event _____

Date of Event _____

Name (s) and Contact Info of Event Chair (s) _____

Phone # _____ Cell # _____

Email _____

Please attach all relevant information pertaining to event including the time (start and finish), cost, background, historic, Judaic relevance, symbolic, ritual, and religious. Please include a list of names of all people involved and their contact information (i.e., volunteers, organizers, special guest speakers, honorees, guest performers, etc.) Please indicate any special stories or information of special interest. Please include any photos or artwork in jpeg format.

You may submit this form in one of two ways: (1) you may complete the form and bring in a hard copy to Carres, or (2) you may submit the on-line form.

INTERNAL PR

Marketing Vehicle

Due Date

- | | |
|--|---|
| <input type="checkbox"/> Temple Topics | 1 st of month prior to month's release |
| <input type="checkbox"/> Shabbat Leaflet | One month prior to event |
| <input type="checkbox"/> BET Happenings | Two weeks prior to event |
| <input type="checkbox"/> One Email Blast | One per event max, two weeks prior |

EXTERNAL PR

- | | |
|--|---------------------------|
| <input type="checkbox"/> Press Releases | Four weeks prior to event |
| <input type="checkbox"/> Calendar Listings | Four weeks prior to event |
| <input type="checkbox"/> Web Site | Four weeks prior to event |
| <input type="checkbox"/> Facebook | Four weeks prior to event |
| <input type="checkbox"/> Twitter | Four weeks prior to event |
| <input type="checkbox"/> YouTube | Four weeks prior to event |

**** The Marketing Committee will review all submissions to determine which marketing vehicle(s) will best serve your event. While we can't guarantee that all vehicles requested will be utilized, we will do our utmost to ensure that your needs are met.***