

EVENT PUBLICITY CHECKLIST

For Parish-wide and/or community-wide events

EVENT _____

DATE _____

	Deadline	Date Submitted	Article
Weekly Tidings	Submit four weeks before the event to Liz Linger		One paragraph
Monthly Tidings	Middle of the month for the month following to Martha Martz		Contact Marta Martz for guidelines
News Release for events of interest to the community	Four weeks prior to the event to Communications Chair		Can use same article as The Monthly Tidings – It will be condensed for the newspaper
Woodlands Online	Four weeks prior to the Event to Communications Chair		Limited text – can use a graphic
Website	At least five weeks prior to event to Communications Chair. This allows time for placement and three weeks of posting.		“
Flyers	Information must be submitted four weeks prior to event to Communications Chair. This allows for proofing, corrections and then posting for three weeks.		If you design the sign, it must be proofed by Communications Chair. Size of sign- 8-1/2 X 11 After sign is proofed it will be laminated and posted on bulletin boards.
Postcards	All events September – November are combined in a Fall Postcard – Deadline August 1 Check with Communications Chair for other postcard mailings during the year		Information restricted to Event, Day, Time and Place
Diocesan Website Calendar	Submit information four weeks before event to Communications Chair		One paragraph
The Episcopalian	Check with Communications Chair		Can use same article as The Monthly Tidings

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The Monthly Tidings Editor: Martha Martz, m2martz@msn.com