

First Baptist Church, Georgetown

PUBLIC RELATIONS ACTIVITY REQUEST

NAME OF MINISTRY, ORGANIZATION or COMMITTEE _____

NAME OF EVENT _____

BRIEF DESCRIPTION OF EVENT _____

DATE & TIME OF EVENT _____

LOCATION OF EVENT _____

PURPOSE OF EVENT _____

COST FOR ADMISSION _____ DATE PAYMENT IS DUE _____

CONTACT PERSONS (INCLUDING PHONE NUMBERS) _____

DEADLINE FOR CONTACT _____

SPECIAL INSTRUCTIONS or ADDITIONAL INFORMATION _____

Please submit two copies of this form to any Public Relations Committee member at least three weeks prior to the event.

PR Committee Members

Pamela Harris-Straughn, Chairperson

Anita Fleming

Vinette Saunders

Barbara White

Tim Barr

Bernice Fleming

Sherry Tillman

Marilyn Wilson

PLEASE DO NOT WRITE BELOW THIS LINE – FOR COMMITTEE USE ONLY

Date Received _____

Received By _____