The League of Women Voters of Saratoga County

**Request for Publicity**

Please complete to publicize events and actions, promote advocacy, and relay information to membership and/or the public. E-mail completed form to: [qzip99@nycap.rr.com](mailto:qzip99@nycap.rr.com).

NOTE: Some publicity needs to be available 2-3 weeks in advance.

**Your name:**

**Email:**

**Which ways do you envision this being publicized?**

* Newspaper/Online/Local News Media
* Social Media (FaceBook, Instagram, Twitter)
* Mail Chimp (e-mail blast to membership)
* Website (Event listing, blog)
* LWV Newsletter to membership (articles, calendar listings)
* Flyers, QR Codes, Handouts for public events

**Event/Action Information Details:**

*(Please provide as much information as you have at this time.)*

Name of Event/Promo:

Date:

Start Time:

End Time:

Location:

Access (tickets, in-person, virtual, RSVP needed):

If virtual, please provide link for access or registration:

Contact Person Name

Email:

Phone:

Purpose of Event/Action. Is it for the public or League members only?

Details to be included:

Is the event sponsored or co-sponsored by any other organization(s)? Who?

Please attach image(s)/graphic(s) that can be used.

Updated 10/25/22