Denton County Master Gardener Publicity/Publication Request

☐ **Ad** ☐**News Release** ☐**Flyer** ☐**Poster** ☐ **Other Quantity needed**___
Event name or description:
Date and time of event:
Location of event:
Participants in event: Name: Title:
What will happen/has happened?
Why this is important (benefits to the public):
Who to contact for additional information (name & phone): Name: Email: Home: Cell:
Where should we submit this *(if applicable: newspapers, magazines, etc.)*? When? How often?
Photo cutline (*if applicable*) Identify all people in photo from left to right. Check spelling. Photo release needed for non-Master Gardeners (available on website).
Has a publicity/publication budget been approved for this event? ☐ **Yes** ☐ **No (Board approval needed)**
Anything else we should know?
Submitted by/Date: **Do you want to sign off on final product before submission** ☐ **Yes** ☐ **No**

*Please double check spelling of all names. Submit publicity requests **30 days** prior to requested publication date to Pat Pape patpape@yahoo.com. For questions, call Pat at 214-437-9226.*

*Brochures, flyers and posters **require** logos and EEOC statement. You may prepare your own flyers/brochures, but please submit to Mary Morrow, Publications Committee Chair, prior to distribution at hawkilitle@aol.com.*