

**Temple Emanu-El
Publicity Request Form**

Please fill in the following information and submit to the Communication Director for advertising.

Event Name: _____

Submitted by _____

Event Date: _____ **Event Time:** ____:____ am/pm to ____:____ am/pm

Has this event been approved at staff meeting? yes no (if no, please complete an Event Submission Form)

Event Location(s): _____

Event Cost: \$ _____ for members \$ _____ for non-members

Event Tag Line: _____

Event Details: (Who, What, Why)

RSVP Information: None or Date: _____ RSVP Phone: _____ RSVP E-mail: _____

Who is your Target Audience? (Check all that apply)

Men Women Families Young Adults Non-Jews Other: _____

Is this event co-sponsored? yes no

Sisterhood Brotherhood Youth Group Religious School Preschool Other: _____

Do you have specific images you want used? yes no

Will you need help designing a flyer? yes* no *Must have two weeks production time for flyers.

8.5 x 11 4 x 6 postcard 5 x 7 postcard

Would you like flyers posted in the school building? Yes (subject to approval) No

Where would you like this advertised (check all that apply)

TEE Website Connections (monthly) E-blast (weekly) CPNA (College Park Neighborhood Assoc.)

Additional advertising option for fee: (if selected, you will be contacted with pricing)

JCN Facebook Mercury News The J

Post your event to these free sites to reach larger Jewish Community:

- JValley – www.jvalley.org/events/new and fill out the online form to submit your event to the calendar & e-blast.
- BayJews – www.bayjews.org. Click login and enter “Temple Emanu-El” and the password “matzo”. Click “post a message”, choose a listing type, fill out the form, and click “post” at the top.
- PlanitJewish - <http://bayarea.planitjewish.com>. Login is “organ106” and password is “tee95126”. Click “add an event” at the top to access form.

All requests are subject to availability, size, and space. Refer to your publicity deadline calendar for additional info.

Office Use Only: Date Received: _____ Date Advertising Started: _____

KF SP

Current- 7/2014 Location-S:/Forms