

Request Publicity for FUUSA-sponsored Event

Name of person requesting publicity

Phone _____

Email _____

FUUSA Council or Committee sponsoring event

I want this to appear in

External media:

Free media calendars

Press release

FUUSA website

Facebook (public page)

Please send ONLY to outlets I've checked.

This is complete info.

More details will be available: (date) _____

Internal publications:

All

Preview

Order of Service

Windows

Facebook (closed group)

Instructions

Submit your publicity request as early as possible. If all details are not yet available, you can tell us more info is coming, and we will know to follow up with you. If you are suggesting a press release for a major event, provide the information requested below, and we will contact you for help in telling your story.

Timing

— For external publicity please note that some media require information as much as 6-8 weeks in advance for calendar listings. For detailed press releases, we at FUUSA need a similar amount of time in order to do a good job.

— For internal FUUSA publications the deadlines are: *Preview email*—9:00 a.m. Wednesdays; *Order of Service*—9:00 a.m. Thursdays; *Windows*—9:00 a.m. 3rd Friday of the month. See annual publication schedule for specific dates and exceptions.

Procedure and Questions

— Items sent to media will all list the FUUSA office as contact. (Your contact info will not be given out.)

— Paula Moskowitz handles media calendar listings.

— Amy Lent handles internal publications and assists with press releases.

Title of event: _____

Who: (performer, speaker) _____

What: (type of event: concert, lecture, class, etc.) _____

Where: FUUSA Room: _____

Offsite Address: _____

When: Day _____ Time (start) _____

Date _____ Time (end) _____

Cost: Free Donation Fixed Price: \$_____ per adult \$_____ per child--what age? _____

Description: _____

Submit

This will be sent to windows@albanyuu.org and to pr@albanyuu.org
Save or Print a copy for your records.