

Publicity Request

ISU Scott County Extension Master Gardeners



Date _____ Please Complete and return by _____ to: ISU Scott County Extension
875 Tanglefoot Lane
Bettendorf, IA 52722-1609
Attn. MG Public Relations/Marketing

Committee/Program Name _____

Event Date: _____

Acting Chairperson _____ Phone: _____

Co-chairperson _____ Phone: _____

Goal or description of committee: _____

Advanced Publicity Desired:	Yes	No		
All QCA Newspapers?			Yes	No
Hort Clubs/Environmental Clubs Newsletters			Yes	No
Adjacent MG groups?			Yes	No
TV/Radio Stations?			Yes	No
Posters/Flyers in public buildings?			Yes	No

Date Publicity should start: _____

(Announcements to media should be 3 weeks prior to event & announcements to newsletters should be 4-5 weeks prior to the event)

How long should publicity continue? _____

What media contacts or publicity activities have been done/will you do? _____

Can you or someone familiar to this program appear on a short TV spot to talk on the topic? _____

Will there be media photo opportunities? _____

Do you need photos made of this event? _____

Comments: _____

Name: _____

Phone: _____