

**PREPARATION WORKSHEET**  
**FP Announce – Weekly publication**  
**Deadline: Friday, Noon**

This document is to help you prepare the information you will need to complete the online submission form. You will need to complete the online form at one time.

Please note, we recommend:

- Deadline is Friday by Noon the week prior to publication due to copy edit and layout requirements.
- Allow extra time for reservation and confirmation of room before completing online submission.
- Allow extra time for committee review and approval
- Only submit the FINAL approved content in your submission.
- Remember to email your image(s) to the Editor. See webpage for details.

**DETAILS**

**Event Requiring Only A One Time Publication**

**Date for publication** \_\_\_\_\_

**Sponsoring organization** \_\_\_\_\_

**Name of submitter/contact** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Event Title** (5 word max) \_\_\_\_\_

**Day of Week** \_\_\_\_\_

**Month** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Time (range)** (Example: 7:00 to 8:00 p.m.) \_\_\_\_\_

**Room** (please submit your room request and receive your confirmation before submitting this publicity request) \_\_\_\_\_

**Description** (100 words or less for entire submission)

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## **FP Announce – Event Requiring Multiple Publication**

Some events require more than one announcement, such as a concert or key event (i.e. Homecoming Sunday). For example, you could consider an initial “Save the Date” announcement (Week One), followed a couple weeks later with a “Buy Your Tickets” reminder announcement (Week Two), followed again a couple weeks later by a final “Don’t Forget This Saturday” announcement (Week Three). We recommend tailoring your description as the event date approaches.

### **DETAILS – WEEK ONE**

**Date for publication** \_\_\_\_\_

**Sponsoring organization** \_\_\_\_\_

**Name of submitter/contact** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Event Title** (5 word max) \_\_\_\_\_  
(Example: Save the Concert Date)

**Day of Week** \_\_\_\_\_

**Month** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Time (range)** (Example: 7:00 to 8:00 p.m.) \_\_\_\_\_

**Room** (please submit your room request and receive your confirmation before submitting this publicity request) \_\_\_\_\_

**Description** (100 words or less for entire submission)

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**FP Announce – Event Requiring Multiple Publication** *(continued)*

**DETAILS – WEEK TWO**

*(All other fields same as week one.)*

**Date for publication** \_\_\_\_\_

**Event Title** (5 word max) \_\_\_\_\_  
(Example: Reminder to Buy Concert Tickets)

**Description** (100 words or less for entire submission)

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**FP Announce – Event Requiring Multiple Publication** *(continued)*

**DETAILS – WEEK THREE**

*(All other fields same as week one.)*

**Date for publication** \_\_\_\_\_

**Event Title** (5 word max) \_\_\_\_\_  
(Example: Don't Forget Saturday Concert)

**Description** (100 words or less for entire submission)

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