

# RIDGEFIELD FOL EVENT PUBLICITY FORM

Date of Event: \_\_\_\_\_

Date for Advertising (from/to): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Contact Info (phone/email to be publicized): \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time of event (to/from): \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Cost of event to registrants (including any early bird or special discounts): \_\_\_\_\_

\_\_\_\_\_

Do you have pictures to include with a public announcement of this event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach them in an email to [ridgefieldfriendsoflibrary@gmail.com](mailto:ridgefieldfriendsoflibrary@gmail.com).

\*Please submit this form with any pictures/additional information attached or any questions to [ridgefieldfriendsoflibrary@gmail.com](mailto:ridgefieldfriendsoflibrary@gmail.com) at least 1 week prior to the Friends monthly meeting (2nd Thursday each month) so it can be added to the agenda.

\*Remember that any public awareness (newsletter or website) work needs 3 weeks lead time.

\*Forms may also be dropped off at the library.

Thank you.