

# Union Church of Hinsdale, U.C.C.

## Event Marketing Form

<http://uchucc.us/eventform>

When a ministry at the church is planning an event that will need publicity (both in house and in the public arena) this is the form to use. **This form should be submitted to the Union Church offices between 6-8 weeks BEFORE an event for the best publicity results possible.** Please be as detailed as possible. The more information we have the better. Also, keep in mind that we may need to edit your submission for content, length, etc. We cannot guarantee that all desired methods of promotion will be used. If you have any questions contact us at (630) 323.4303.

Event Title: \_\_\_\_\_

Event Tagline (if applicable): \_\_\_\_\_

Event Time/Date/Location: \_\_\_\_\_

Event Cost (per person, discounts, on sale date): \_\_\_\_\_

Event Contact Information: \_\_\_\_\_

(This information will be published publically. Phone, Email, Etc.)

### Event Description

(please attach additional material or photos via email to: [events@uchinsdale.org](mailto:events@uchinsdale.org)):

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Event's Target Audience: \_\_\_\_\_

(Adults, College Students, Couples, Families, Church Members, General Public, etc.)

Is there an advertising budget for this event?  Yes  No

If Yes, What budget line item is this going to be charged to: \_\_\_\_\_

What is the target amount to be spent on advertising: \_\_\_\_\_

If Yes, What publications are you looking to advertise in?

The Doing / Suburban Life

The Hinsdalean

Other: \_\_\_\_\_

How would you like your event promoted?

- Email

- Press Release

- Blog

- Sunday Morning Slides

- Posters

- Website

- Postcards [Paid]

- Good News Newsletter

- Online Social Media

- Mailing [Paid]

Suggested wording for ad(s):

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