

Diocese of Orlando
Publicity Planning and News Coverage Form
for *Florida Catholic* and Diocese of Orlando Calendar of Events
Submit four weeks prior to date of event

Title of Event: _____

Day/Date of Event: _____

Time of Event: _____

Location of Event: _____

Coordinator/Sponsor(s) of Event: _____

Contact Phone Number: _____

Contact Email: _____

Cost to Attend: _____

Target Audience: _____

Contact information for the public for more information and/or registration:

Name: _____

Telephone: _____ Email: _____

Request/Info submitted by: _____

Date submitted: _____ Telephone/Ext.: _____

Who and/or what will be featured at this event? _____

Why is this event of interest to your audience? Why will they want to attend? (If there is not enough space here, please attach sheet to this form): _____

Please provide a quote for the news release: _____

Background/Biographical Information provided: _____ yes _____ no

Photos submitted: _____ yes _____ no

Note: Please email the completed form to cbrinati@orlandodiocese.org and orlando@thefloridacatholic.org and send a hard copy to Carol Brinati, Director of Communications, Diocese of Orlando, 50 East Robinson Street, Orlando, FL 32801.