



PUBLIC RELATIONS EVENT FORM
(Please turn in three months prior to your event for the best results)

Chairperson(s) Name: _____

Email: _____

Phone number: _____

Name of event: _____

Date of event: _____

Location of event: _____

Time of event: _____

Is event on the official lodge calendar: Yes No

This event is:

Members only

Members and their guests

Public

This event is:

Free PRICE

Requires tickets in advance \$_____

Requires tickets at the door \$_____

The purpose/goal of the event is: _____

This event should be promoted via:

The Blast

The Snooze

Social media

Vancouver Elks website

Posters round the club

Fliers for community

Local media

Other: _____

Do you have a budget for advertising/printing Yes No

The public relations committee does not have a budget to print materials for events

PLEASE SUBMIT TO PUBLIC RELATIONS:

email to pr@elks823.com or deliver to PR mailbox located in the lodge office.