Event Chairs are responsible for considering any publicity needed for their event. If you are interested in publicity for your event, please supply the following information to our Publicity Coordinator:

**Event Name**

**Event Details (date, time, locations, rain date information)**

**Event Purpose**

**Key Message to be provided to public**

**Expected Audience (Riverside, local suburbs, Chicago, etc...)**

**Publications (Suburban Life, Landmark, other newspapers, local church bulletins)**

**Publication Timeframe and Frequency - when do you want this to appear in the press? How often does this need to run?**

**Other comments**

Please supply this information to:

Wendy Dockter
wendydockter@gmail.com