

Westminster Elks 2227 Public Relations Worksheet

Please complete this worksheet to assist the Public Relations Committee in publicizing your event. Contact us if you have any question or need addition information.

Date: _____

Committee/Group: _____

Contact Person: _____

Phone Number: () - Email: _____

Event Title: _____

Event Category: Public Private Members Only

Event Dates: _____

Event Times: _____

Event Location: _____

Volunteers: Yes No Maybe How Many: _____

Media: Email Website Elks Tale Bulletin Sign Board

Westminster Sentinel Denver Post (My Hub)

Other: _____

Please attach any existing media material for this event.

Thank you for your support of the Lodge. We look forward to assisting you with the huge success your event.

Public Relations Committee Only:

Received By: _____ *Date & Time:* _____

Actions / Comments: _____
