



# PUBLIC RELATIONS

## Your Clubs Best Friend!

### Event Checklist

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CLUB NAME

PR Chairperson Name

Club social     Club charity/service event     Fundraiser     other

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NAME OF EVENT

1. Date of Event: \_\_\_\_\_ Chairperson Name: \_\_\_\_\_

Briefly describe the event: who, what, when, where, why and how:

2. Public Relations Opportunities:

News Release – Date to send \_\_\_\_\_

List News Media:

New member opportunity – Take club brochures, presentation table, sample newsletter, other \_\_\_\_\_

(Circle all that apply).

Name of person responsible for supplies \_\_\_\_\_

Photos – Name of person responsible \_\_\_\_\_

Oregon Lion article:

Name of person responsible \_\_\_\_\_

International Lion Magazine:

Name of person responsible \_\_\_\_\_

PR Costs: Explain: \_\_\_\_\_

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Results: