



Publicity Request

In order to give the widest exposure, please send your request a minimum of 30 days prior to the event.

First Name:

Last name:

Email Address:

Telephone:

Unit/Organization:

Today's Date:

What are you requesting?

Radio/TV News Story

Live Radio Reader
(read live by radio DJ on air)

Radio Remote Broadcast
(on-site live radio broadcast)

Radio/TV Commercial

Live Radio Interview

Social Media Promotion
(facebook)

Event Name:

Event Location (bldg number, base, address, etc):

Event Date & Time:

Event Sponsor (organization/agency):

Who is your target audience? (young families, parents, service members, etc):

Point of Contact for the audience: (Please provide the name of an organization or agency, rather than an individual, as the point of contact. Email addresses, phone numbers, or web addresses given out in commercials need to be short).

Additional Information (registration deadlines, interview time preference, etc):



Feedback Form

BEFORE THE EVENT:

1. What is your organization's goal for this event/program? (Please provide numbers: increase participation over last year by 50%, get 300 volunteers, etc)

2. What is your definition of success for this event/program?

3. If you've used our services before, please tell us what could we do better this time to help you meet your goals?

AFTER THE EVENT:

1. Did you meet your goal? Exceed it? By how much? (Please provide numbers: 40% more participation; only 200 volunteers instead of our goal of 300, etc)

2. How do you feel AFN contributed to the results of your event/program?

3. Do you have any additional feedback that will help us better serve you or other clients in the future?

Thank you for your time and feedback!