

Rotary Club of Tsawwassen Event Media/P.R. Options

1. Name of Event:

Who: (who is invited, who are our partners)

How:

Where:

What:

When:

2. Online design and support:

Webpage – please advise at earliest opportunity

Online Ticket Sales & Payment

Facebook Event Page with link to Ticket sales

3. As early as possible in Advance of Event:

Corporation of Delta Reader Boards:

Content is to be submitted to Corporation of Delta as soon as possible:

Name of Event:

Time & Date:

Location:

Hard Copy Posters/Flyers/Paper Tickets

This would need at least a four week lead just to allow for one week for design, one week for printing and distribution, two weeks for community display. More time, at least six weeks is preferred.

What is required:

Your Distribution Plan:

Quantity Required:

Coroplast Signage: Do you require a custom sign that can be used for repeat events or to give directions? Quoting and design work needs two weeks ahead of order and typical order requires at least a week to print signs. Please contact Laura a minimum 4 weeks before signs are required to obtain initial quotes and map out timelines.

4. Minimum Two Weeks in advance of Event:

Print Advertising:

Newspaper –please advise me as far in advance as possible – all content has to be designed and finalized one week before target print date

Social Networking: Twitter, Facebook, Instagram

- are there any links to natural partners or sponsors (ie. Tour de Delta, Corporation of Delta, Delta School District) please list:
- who is your event contact and what email should be used if the public want to ask specific questions about your event.

5. Are there any unique audiences or partnerships for your event that we should be aware of for advertising or communications?

6. Is there anything else you think should be considered for your event?

7. Have you placed your event on the ClubRunner Calendar?

8. Will you need Volunteers, and if so, how many?

9. Has a Delta Parks Special Events Checklist been completed, and submitted?

Please call or email Dan at pr@rotarysawwassen.org or 604.561.6716 to set up a meeting to discuss these options.