**Nicola Valley Community Arts Council**

**Program Application Form:**

**Promotion Planning Page**

Name of Project/Event**:**

Organization**:** Main Contact:

***NVCAC Promotion Contact***:

Start / Finish Dates**:** and times:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What** | **Format** | **Provide to:** | Deadline | Who | Done |
| Images ready | Digital (jpg) | On request |  |  |  |
| Text info ready | digital | On request |  |  |  |
| Design ready | digital | On request |  |  |  |
| Poster | Printed, distributed | Distribution locations |  |  |  |
| Press Release | written,  sent by email | Media list |  |  |  |
| Invitations | Created,  Sent by email | Members, guests |  |  |  |
| Blog post | Created with image and text | Websites |  |  |  |
| Facebook post | Created with image and text | Facebook |  |  |  |
| Social media post | Created with image and text | Twitter, Instagram, etc. |  |  |  |
| Tickets paper | Info for printing | Merritt Printing |  |  |  |
| Tickets online | Info for online purchase | CanadaHelps event creation |  |  |  |
| Interviews | Phone/in person | Media on request |  |  |  |
| Paid advertising |  |  |  |  |  |
|  |  |  |  |  |  |