

# Media Outreach Ministry



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**The good deeds and hard work of your ministry are very important.  
Let us help you reach out to the community.**

## MEDIA RELEASE SUBMISSION FORM

- The following information is needed to create media releases to advertise, promote or inform our Outer Banks neighbors of the activities of the Holy Redeemer by the Sea Parish.
- Media releases can cover upcoming, current, ongoing or past events/activities.
- This form is provided for your convenience. However, information may be submitted in other formats – copy of flyer, minutes from meeting, etc. Regardless of format, be sure to include all information listed.
- Once a media release is developed, it will be forwarded to the Ministry Contact for review and approval (factual information and proofreading).
- Please provide as much lead time as possible. A minimum of 4 weeks is required for most media contacts.

### WHO

**Sponsoring Ministry** \_\_\_\_\_

**Ministry Mission** \_\_\_\_\_

\_\_\_\_\_

**Contact Information for Release** \_\_\_\_\_

*(Name, Phone Number, Email, etc.)* \_\_\_\_\_

### WHAT

**Event/Activity Name** \_\_\_\_\_

**Brief Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### WHY

**Release Purpose** Information    Invitation    Follow-Up    Other \_\_\_\_\_

**Goal of Activity/Event** \_\_\_\_\_

**Media Release Submission**  
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**WHEN/WHERE**

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_  
**Location** \_\_\_\_\_  
**Handicap Accessible** Yes No      **Transportation Available** Yes No

**HOW**

**Audience** Parishioners Only    General Public    Other \_\_\_\_\_  
**Registration Required** Yes No  
**Cost/Fee** Yes No      Amount: \_\_\_\_\_  
**Registration Deadline** \_\_\_\_\_  
**Registration Process** Mail      Phone      Other \_\_\_\_\_  
**Registration Details** \_\_\_\_\_

**PHOTOS INCLUDED**    Yes    No      Previous Event      Current Event      Similar Event  
**Photo Summary** \_\_\_\_\_

**INTERNAL USE**

Ministry Contact-Information/Approval \_\_\_\_\_  
Do you want Media Ministry to distribute release after approval?      Yes    No

**Forward Form/Information To**  
**Janet Ellis**      [jcesse@aol.com](mailto:jcesse@aol.com)      **Email Preferred**  
**314 Pirates Way, Manteo 27954**  
**252-475-1779 Phone/FAX-Call Prior for FAX)**

**Note: If receipt confirmation is not received within 3days, please contact again to confirm receipt.**