**Communications Request Form**

Type of submission (where to post):

* Website – events, volunteer shifts, documents
* eAnchor/eBlast
* Social Media (Facebook, Twitter, Instagram)
* General media – press release

Date of request:

WHO (sponsor committee)

WHAT (description of event/shift)

WHEN (date of the event)

WHERE (location, please include address, city, state)

Tickets (cost, how to purchase)

Raffle/silent auction/special prizes

Food/alcohol being served (please specify if cash bar)

Open to public / only league members

RSVP date:

Kid friendly?

Contact person: (name, email, cellphone (for volunteer shifts)

Number of volunteers needed (for shift requests)

**Submission Deadlines**:

* eAnchor: Noon Friday for the following week’s *eAnchor*
* eBlast: 5 days prior to the day it should go out
* Website: 3 days prior to posting
* External Event Calendars (media outlets, etc.)
	+ 6 months prior to be considered by Rhode Island Monthly for print edition
	+ 6 weeks prior to be considered by Prov Monthly, East Side Monthly & The Bay for print edition
	+ 2 weeks prior to be considered for newspaper and online calendar listings
* Facebook & Twitter: 3 days prior to posting