

GKHS Event Request Form

(For GKHS-sponsored, non-program events)

Contact Information:

Name _____ Phone _____ - _____ - _____

Email _____ Best way to contact (circle) Phone _____ Email _____

Event Information:

Event Title _____ Event Date ____/____/____

Time _____ Location _____

Menu (if applicable) _____

RSVP to Museum You Other: _____

RSVP by ____/____/____ Price per person _____

Staff Assistance Requested: Set-up Serving Clean-up None

Description of Event: _____

Publicity:

Standard Publicity includes posts to GKHS website and community sites: Kent Reporter, City of Kent, I Love Kent, SoCo Culture, News Tribune and Seattle Times. These publications require advance notice, so allow at least two weeks before event for Standard Publicity.

Additional Services

To meet publications' print deadlines and for optimal time, allow four weeks for these services:

Flier (8.5" x 11") Leaflet (4.25" x 5.5") Number of copies _____
(You are responsible for distributing fliers and leaflets. We will keep a copy to post at the museum.)

Press release to news media Kent KOMO News blog post

Facebook and Twitter postings

The Recorder (newsletter) is a quarterly publication. Deadlines for submission are March 15 for Spring, June 15 for Summer, September 15 for Autumn, and December 15 for Winter.

Newsletter article (about 75 words—you write)



Any Other Comments/Requests:

Signed:

_____/_____/____

Staff Notes: